



the Center for ALEXANDRIA'S CHILDREN

1900 North Beauregard Street, Suite 200, Alexandria, VA 22311

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CenterforAlexandriasChildren.org

Position Title: Child/Adolescent Forensic Interviewer/CAC Program Coordinator
Reports To: Executive Director/Director of Business Operations
FLSA Status: Full-Time, Exempt
Opening/Closing: July 1, 2020 / Until Position Filled
Compensation: Commensurate with experience, plus competitive benefits

DESCRIPTION:

The Center for Alexandria's Children is the City's primary resource for the prevention, investigation and treatment of child abuse. The Center:

- *Provides a child-centered, coordinated and comprehensive multi-disciplinary team (MDT) approach to the investigation and prosecution of child abuse cases.*
- *Supports all families in strengthening the protective factors that lead to safe and nurturing environments for children through its Learn & Play Groups Program for ages 0-5.*
- *Coordinates vital services for child victims and their families in a child-friendly setting.*
- *Educates the community on how to recognize and prevent child sexual abuse.*

We achieve our mission by uniting the strengths of our public, private and community partners.

REQUIRED QUALIFICATIONS:

- Undergraduate degree in child development, social work or related field;
- Superb interpersonal skills;
- High level of cultural competence;
- Demonstrated dedication to the well-being of children;
- Previous experience in criminal justice, human services, or professional training in child welfare;
- Demonstrated skill in networking between agencies and professionals;
- Ability to work calmly and effectively in high pressure, high intensity situations;
- Superior organizational skills and attention to detail;
- Excellent written and oral communication skills;
- High comfort with technology, particularly MS Office applications and the Internet;
- Ability to work productively with minimal supervision;
- Ability to pass background checks;
- Demonstrated strong work ethic;
- Passionate about child welfare, advocacy and social change.

DESIRED QUALIFICATIONS:

- Master's level degree;
- Child/Adolescent Forensic Interviewing experience;
- Familiarity with and a disposition toward a Multidisciplinary Team approach to the investigation, prosecution and prevention of child abuse;
- Bilingual, (Read, write and converse fluently in Spanish);
- Child development knowledge and/or experience;
- Child Maltreatment /trauma knowledge and/or experience working with this population.



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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide forensic interview services and related court testimony as needed.
- Work closely with law enforcement agencies, medical, mental health, and social services agencies and providers to facilitate case coordination and information sharing.
- Maintain continuing education requirements consistent with the accreditation standards, including participating in peer review supervision and other trainings.
- Coordinate and facilitate MDT meetings, case reviews and team training, drafting and implementing team policies and procedures, resolving and mediating team conflicts, responding to team requests and correspondence and ensuring participation of all team agencies.
- Coordinate and organize child sexual abuse prevention trainings, and community outreach opportunities in collaboration with the Multidisciplinary Team and community partners.
- Develop, administer, monitor and document the implementation of program policies and procedures, in conjunction with agency leadership and in accordance with NCA accreditation standards.
- Representing the Center at local, state, and national level network meetings.
- Develop and maintain partnerships with government agencies, other service providers and local stakeholders that support the quality and effectiveness of program delivery.
- Serve on key boards, consortium or task forces that will help elevate the profile of the CAC and its work.
- Ensure the quality of the programs being delivered by reviewing evaluation and outcome measures and ensuring program strategy is aligned to meeting program goals.
- With the support of the Director of Business Operations, complete program reports for national, state, and local government grants that support the Center's programs, as well as reports for other funding sources as required.
- With the Director of Business Operations provide supervision and consultation to program delivery staff and volunteers, as needed.
- Participate in broader organizational activities and services as necessary, and assist with the planning of special events, fundraisers, and trainings as needed.

APPLICATION PROCESS:

Eligible candidates should submit the following information to be considered for the position:

1. Resume or Curriculum Vitae.
2. Personal Statement that addresses the following:
 - Your interest in the position and how your experience will benefit Alexandria's children;
 - Qualities of an effective and fully functioning team, and how your experience or qualifications would support such a team;
 - Qualities of an effective child advocate, and how your experience or qualifications would support you in that role.
3. List of three professional references (include: name, current title, address, phone number, e-mail).

Application materials must be submitted via email in Word or PDF format to Charlie Pham, charlie@alexandriaskids.org.

Email subject line should read "**CAC Position**" and include the applicant's first and last name.

No phone calls or walk-ins will be accepted.