

**Zoey's Place**  
**Hancock County Child Advocacy Center, Inc.**  
**Job Description**

**Title: Executive Director/Victim Advocate/Forensic Interviewer**

Hours: Full - Time

**I. Job Summary:**

As part of the Child Advocacy Center team, the employee in this position is charged with the responsibility of implementing the overall mission and policies of the Child Advocacy Center, through the administration of office personnel, volunteer development, financial management, interaction with related agencies, and overseeing the coordination and case management of child abuse cases that come through the Child Advocacy Center. The director will also be responsible for assisting with families and team members during the interview process.

**II. Reporting Relationships:**

- A. Responsible to: Board of Directors.
- B. Supervised by: Board of Directors.
- C. Supervisor of: Direct personnel in the performance of their duties and conducts regular performance evaluations.

**III. Qualifications/Competencies:**

- A. Bachelor's degree in social services, nonprofit management or related field or work experience in the same.
- B. Minimum of five years of work experience in related field (preferred two years of previous administrative responsibility).
- C. Have management skills necessary to conduct the financial, personnel and administrative duties of a social service agency.
- D. Competent to create and recommend policies, goals, and objectives to the Board of Directors.
- E. Has an understanding of the specific developmental and welfare needs of children, adolescents and their families.
- F. Understands and has knowledge of the community resources and services that may be able to assist the children and families.
- G. Competent and effective communication abilities, both verbal and written.
- H. Possesses above average interpersonal skills to relate positively to children and their families, the Board of Directors, related agencies involved with the families, associates, staff and the general public/the community.
- I. Demonstrates a desire to improve the quality of life for abused and neglected children.
- J. Ability to develop and write grants.

**IV. Duties:**

**A. General Administration:**

- 1. Implement policies, goals and objectives adopted by the Board of Directors.
- 2. Provide chief administrative responsibility, leadership and supervision of services provided by the Child Advocacy Center.
- 3. Provide public accountability of the Child Advocacy Center.
- 4. Provide verbal and written reports as required by the Board of Directors, funding sources and other bodies as requested.
- 5. Monitor and evaluate the maintenance of the program facilities.
- 6. Coordinate obtaining and disposing of equipment and supplies.

7. Uphold and ensure that legal obligations of the agency are met, in conjunction with the Board of Directors.
  8. Coordinate a multidisciplinary team of professionals.
  9. Coordinate the services provided by the multidisciplinary team of professionals.
  10. Organize and attend monthly staff meetings with the multidisciplinary team.
  11. Assist the team and families as needed during the interview process.
- B. Financial Management:
1. Prepare and submit budgets related to the financial and other resources of the Child Advocacy Center to the Board of Directors.
  2. Provide direction and responsibility for the control of the resources.
  3. Develop financial resources, including actively leading fundraising events, in conjunction with the Board of Directors.
- C. Personnel:
1. Provide overall control and direction of the personnel function.
  2. Screen, hire, terminate and direct personnel in the performance of their duties.
  3. Provide supervision and performance evaluations to personnel.
  4. Maintain personnel records and carries out personnel policies as established by the Board of Directors.
- D. Program Development and Evaluation:
1. Develop and recommend to the Board of Directors specific short-term and long-range goals and plans for the development of the programs and services offered.
  2. Review current local, state, and national issues important to the development of effective programs and services.
  3. Monitor and evaluate the agency's services, in relation to the mission of the Child Advocacy Center.
  4. Provide input and recommendations for programs and service improvements to the Board of Directors.
  5. Oversee the development, enforcement, and modification of operation procedures.
- E. Relations:
1. Public:
    - a. Prepare and disseminate information to the community and agencies regarding the mission and activities of the Child Advocacy Center (via public relations, personal contacts, and written materials).
    - b. Contact the media regarding Child Advocacy Center fundraisers and events of community interest.
  2. Board of Directors:
    - a. Maintain appropriate communications and working relationships with the Board of Directors and its committees.
    - b. Prepare and submits reports and/or recommendations to the Board of Directors as to the agency's activities and finances.
    - c. Render technical and professional assistance to the Board of Directors and its committees.
  3. Community:
    - a. Develop and maintain positive relations with community agencies, social services groups and other professionals within the community.
    - b. Serve and uphold professional standards as a representative of the Child Advocacy Center in the community and to related agencies (i.e. attend the Multidisciplinary Team meetings and other community meetings as outlined by the Board of Directors).