Child Advocates of Fort Bend is an umbrella nonprofit agency that operates a Children’s Advocacy Center (CAC), Court Appointed Advocates Program (CASA) and Community Engagement (CE). Started in 1991, we are 32 years old and a very stable and growing agency serving children and families in Fort Bend County with limited services to Austin and Waller Counties. Situated in the heart of Fort Bend County on 3 acres, our Davis George Campus is a beautiful, welcoming haven for children and a great work environment for staff. Our CAC services opened in 1996 and as part of our expansion, we built an entirely new 10,000+ square foot CAC which serves 3600 children and families annually (2200 children) and has experienced a 300% growth over the past decade. The CAC operates with 26 staff members (18 in the “CAC Services” and 8 in “Therapy and Mental Health”).

**Job Description**

Coordinates, schedules and directs CAC “Services” including: state intake review and multidisciplinary coordination with partner agencies, forensic interviews, family advocacy and criminal court advocacy, and front desk operations. Works with staff members in these service lines as well as partners and other stakeholders to coordinate the multidisciplinary investigation, and assessment sexual and serious physical abuse to ensure the fidelity of the MDT model. Co-leads the CAC along with the CAC Clinical Director.

**Multidisciplinary Coordination**

Develops and maintains interagency coordination and cooperation in the case management of child sexual and severe physical abuse cases. Responsible for CAC Advisory Council development, financial management, strategic plan implementation, and inter-agency consensus building for program services outlined above.

1. Coordinates multidisciplinary team investigations of child abuse involving medical personnel, child protection caseworkers, law enforcement, prosecutors, therapists, and victim advocates.
2. Facilitates communication regarding child abuse among participating agencies.
3. Assists the District Attorney, TDFPS, and law enforcement agencies in the development of investigative protocols and interagency efforts to improve child abuse investigations.
4. Advises and assists in training and education of partners involved in child abuse investigation.
5. Assesses gaps in above services and develops and implements new services as needed.

**Management of Direct Service Delivery for Specified Services**
1. Supervises the following services in the Children’s Advocacy Center including review of state intakes and partner relations, forensic interviewing, medical, and clinical family advocacy.

2. Oversees the coordination and facilitation of case review team meetings, documents the discussion and provision of a record to participating partners as requested.

3. Oversees the documentation of interviews.

4. Meets with CAC staff to discuss case progress on individual cases, as needed.

5. Oversees outside referrals for resources, outside therapy providers, crime victim compensation applications and medical exams (sexual assault exams).

6. Provides crisis intervention services when appropriate.

7. Regularly evaluates services and client and partner satisfaction and takes corrective action and communicates findings and actions to staff and stakeholders.

Administration

1. Manages CAC staff in the above service lines.

2. Establishes office policies and procedures for these service lines aligned to CAC TX Operating Standards and Working Protocols

3. Coordinates workflow, resources and staffing for these service lines.

4. Ensures the accuracy and timeliness of information gathering, input and reporting and oversees maintenance of service records. Prepares timely and necessary reports and statistics required by various funding sources.

5. Ensures that staff is executing services that are being funded through government and other grants.

6. Develops and maintains strong working relationship with Clinical Director in co-management of the CAC.

Working Relationship with CAC Advisory Council

1. Works with the CAC Advisory Council to provide orientation, education, guidelines and policies, including recruitment of Advisory Council members and assisting the Chair with meeting agendas.

2. Informs the CAC Advisory Council about relevant developments in the child abuse field.

3. Consults with CAC Council and committee members on task forces and committees.

Financial and Budget

1. Provides information to Accounting/Finance for government grant applications and reports.

2. Provides information to the Development Department for foundation grants and reports.

3. Assists Development Department with fundraising.

Planning
1. Works with the CEO, CAC Clinical Director, CAC Program Services staff and CAC Advisory Council to develop one-year and three-year strategic plans with a one-year implementation cycle. Program and service development recommendations are based on funding potential and community needs.

2. Coordinates plans with Children's Protective Services, local police departments, the Fort Bend County District Attorney’s Office and local direct social service providers.

**Child Abuse Education**

1. Assists the Community Outreach Coordinator with education about child abuse and CAC services as needed.

2. Assists Development with information for grant applications and reports.

3. Participates in national, state and local organizations concerned with child sexual and physical abuse.

4. Networks with community service providers to develop appropriate treatment resources for clients referred by the CAC to other services for crisis and/or long-term assistance. Provides direction, evaluation and clinical consultation to other treatment agencies as necessary to meet the service needs of clients referred by the project.

Other duties as assigned by the CEO.

**Qualifications**

Five to ten years of experience as director, program director, manager or administrator of a social services, victim services, child advocacy or child maltreatment program. Direct experience in a CAC, preferred. Graduate degree in social sciences, psychology, social work or equivalent, preferred. Excellent supervisory skills and demonstrated experience managing a staff of professionals by building and maintaining consensus. Experience managing a budget. Excellent written and oral communication skills (including presentation skills). Professional appearance and demeanor.

**Other Requirements**

Current Texas Driver’s License
Submit to a child abuse and criminal background check.
Willingness and ability to travel.
Ability to lift 20 lbs.

**Address**

- 5403 Avenue N
  - Rosenberg, TX 77471
  - [15 mins from Sugarland Town Square - 26 mins from LaCenterra]

**Benefits:**

- Health Insurance
- Professional Development Training/Certification Reimbursement
- ½ Day every Friday

**Contact Person**

Luisa Bowers

**Application Method**

Send cover letter and resume to Luisa Bowers at HRRM@cafb.org

**Closing Date**

Until filled

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.