

Jurisdictional Class: Competitive
Adopted: September 15, 2008
Revised: December 11, 2024

CHILD ADVOCACY CENTER EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, administering, and supervising the Clinton County Child Advocacy Center otherwise known as C.T.R.A.K. (Community Team Responding and Advocating for Kids) and the Multidisciplinary Team (MDT) and is responsible for the fiscal operations of the Center as well as the reporting requirements for any grant funding. The Center provides a neutral setting for interviewing alleged victims of child sexual abuse and reduces the need for separate interviews by involved agencies. This position is responsible for the formulation of policies and procedures governing the operation and investigations of the task force. The work is performed under the direction of the District Attorney or Chief Assistant District Attorney and the Commissioner of Social Services. General supervision is exercised over the MDT and employees assigned to the task force from different community agencies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the daily operation and interviews of the C.T.R.A.K. Center;
Coordinates the interviews of the alleged child sexual abuse victims with participating agency supervisors' initial or ongoing investigations;
Oversees client intake and opening of C.T.R.A.K. files;
Responsible for case tracking and client statistics;
Supervises and evaluates employees assigned to the C.T.R.A.K. Center and recommends discipline;
Presides at meetings;
Coordinates Multi-Disciplinary Team meetings through agenda development and facilitation;
Coordinates the preparation of the annual budgets and reports to involved agencies and courts;
Supervises the daily fiscal operations of the Center and maintains records of all spending;
Supervises and coordinates the maintenance of all records;
Coordinates the development of efficient work schedules, training, and investigations;
Develops policies and procedures for the Center;
Inspects staff and operation of the Center to ensure compliance with prescribed regulations and procedures;
Explores, procures, and administers funding sources through grants and in-kind donations;
Coordinates the completion of grant applications and required periodic reports;
Directs and coordinates investigations of alleged child sexual abuse;
Appears and testifies in court when necessary;
Keeps victims and family members apprised of recent events and court appearances;
Acts as a liaison for children and family members with other related agencies;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the applicable New York State and Federal Laws, rules, and regulations including Penal Law, Criminal Law, and Civil Law;
Thorough knowledge of investigative methods and practices;
Good knowledge of current trends in statutes and case law;
Knowledge of the court room and criminal justice procedures and terminology;

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Knowledge of child development;
Understanding of sexual abuse and related dynamics;
Personnel management and labor relations skills;
Grant writing skills;
Strong individual, group, and family counseling skills;
Ability to establish and maintain effective working relationships with the courts and other agencies;
Ability to coordinate and supervise the work of others in a manner conducive to superior performance and high morale;
Ability to communicate effectively both orally and in writing;
Ability to enforce rules and regulations fairly and firmly;
Ability to maintain accurate records;
Ability to act calmly and effectively in emergencies;
Good judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in Sociology, Counseling, Criminal Justice, Human Development, Social Work, Psychology, or a related field, and one (1) year of program management or supervisory experience in an agency providing human services; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in Sociology, Counseling, Criminal Justice, Human Development, Social Work, Psychology, or a related field, and two (2) years of experience in an agency providing human services, one (1) year of which must have been in a program management or supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in an agency providing human services, two (2) years of which must have been in a program management or supervisory capacity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.