



Child Protection Center, Inc.

TITLE: VOCA and CPT Case Coordinator (4 VOCA Personnel 25% each)
PROGRAM: Child Protection Team (CPT)
SUPERVISOR: CPT Team Coordinator
STATUS: Full Time/Exempt; Safety Sensitive Position
SUMMARY: This position involves working as a member of a multidisciplinary team organized to provide services to abused children and their families including child-on-child sexual abuse and/or the alleged perpetrator is not in a caretaker role. This position requires skills in the areas of case management, coordination of services, interviewing, counseling, crisis intervention and utilization of community resources. This position encourages advocacy for the improvement of services.

Duties and Responsibilities include the following:

- Perform all activities to support the mission, vision and values of the Child Protection Center, Inc.
- Collaborate with the CPC Leadership team to meet the goals outlined in the Strategic Plan and to promote a professional and positive work atmosphere at the Child Protection Center.

VOCA Case Coordination:

- Victim Assessment, crisis intervention, assessment of family members and significant others as needed to obtain medical and psychosocial information. (40% of time is spent on these activities for VOCA cases).
- Coordinating the multiplicity of services required in evaluating, diagnosing and treating children and their families where there is non-familial and or child-on-child abuse or when a child is at risk. (15%) of time is spent on these activities.
- Maintaining up-to-date records on all clients in his/her caseload. (5%) of time is spent on this activity).
- Coordinating MDT staffings and participate in the development of recommendations and the coordination of service provision with other agencies. (15% of time is spent on these activities).
- Maintain statistical data and submit statistical data as required per funding and accrediting agencies. (5% of time is spent on this activity).
- Assist families in completing the crime victim compensation application. (5% of time is spent of this activity).
- Availability for 24-hour, on call rotation, including weekends to provide emergency crisis intervention services. (5% of time is spent of this activity).
- Successful completion of a minimum of eight hours of training per year in child abuse, abandonment and neglect. (5% of time is spent on required trainings).
- Coordinate & schedule forensic medical evaluation with Medical Director or Nurse practitioner in cases of non-familial and/or child-on-child abuse cases. (5% of time is spent on this activity).

CPT Case Coordination:

- Interview children, family members, and significant others as needed to obtain medical and psychosocial information.
- Complete assessments and send reports to the CPI upon completion, but no later than within the time frames consistent with program requirements and best practice.
- Coordinate client services and referrals to community agencies.

- Arrange for and conduct team staffings and participate in the development of the recommendations.
- Provide depositions and court testimony.
- Maintain client records.
- Conduct training in the community for professional staff and others, as designated by the team coordinator.
- Participate in scheduled after hours on call.
- Successful completion of a minimum of eight hours of training per year in child abuse, abandonment, and neglect.

MINIMUM REQUIREMENTS/SKILLS:

Oral Communication Skills	Diplomacy	Time Management	Filing
Written Communication Skills	Professionalism	Computer Literacy	Keyboard Skills
Telephone Etiquette	Proofreading Skills	Math Aptitude	Organization
Physical Demands (Lift/Move 50 pounds)		Ability to travel	
DOH Level II Background Screening		Professional Conduct and Appearance	

EDUCATION AND TRAINING: A Bachelors or Master’s degree in a Human Services field, Psychology, Social Work or Nursing.

EXPERIENCE: At least two years of post-bachelor experience working with children or families, one year of which must be working with abused and neglected children.

_____ I acknowledge that I have read and can fulfill all of the duties, responsibilities and minimum requirements/skills of the CPT Case Coordinator.

Signature: _____

Date: _____