

Champaign County Job Description

Job Title: Executive Director

Department: Children's Advocacy Center

Reports to: Children's Advocacy Center Board of Directors

FLSA Status: Exempt

Grade Range: I

Prepared Date: August, 2009

SUMMARY Directs administrative functions of Children's Advocacy Center to provide services to coordinate timely, comprehensive and multi-disciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting.

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

Works with Board of Directors to establish policies and programs and administers such programs.

Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.

Identifies and develops recommendations/applications of funding sources (grants; federal, state and local fund development).

Establishes and maintains relationships with other agencies and organizations in the community toward meeting department's mission statement.

Prepares, distributes, and maintains variety of reports.

Directs or coordinates fund raising, public relations, and fact-finding or research activities.

SUPERVISORY RESPONSIBILITIES Directly supervises Case Manager, interns and volunteers. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include working with Board of Directors in interviewing, hiring and appraising performance of employees. Responsibilities also include training, planning, assigning and directing work of employees.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field. Previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports, business correspondence and policy and procedure recommendations. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.