



Tazewell County Human Resources
414 Court Street, Suite 200, Pekin, IL 61554
(309) 478-5813

POSITION OPENING

POSTING DATE: March 19, 2018
DEPARTMENT: Children's Advocacy Center
POSITION: Executive Director
SALARY RANGE: \$45,000-\$55,000
FLSA STATUS: Exempt
APPLICATION DEADLINE: March 26, 2018 end of business day.

Interested candidates should submit a cover letter, resume and references to:

Children's Advocacy Center
Attn: Search Committee
341 Buena Vista
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/>; Go to "How Do I?", "Apply for a Job", to find the job posting and Employment Application."

Tazewell County is an Equal Opportunity Employer

Tazewell County Children's Advocacy Center Job Description

Position Title: Executive Director

Qualifications: Ideal candidate will possess a Bachelor's degree or five years administrative experience demonstrating working knowledge in budgeting, payroll and personnel management, networking between agencies and professionals. Candidate must demonstrate effective communication skills, coordinate fund raising with the Friend's Board and the ability to speak to large groups for training/presentation of Tazewell County Children's Advocacy Center (CAC) activities. Ability to establish and maintain favorable working relationships with Advisory Board, multidisciplinary team members, community groups, staff and general public is essential.

Reports To: Advisory Board

Position Description: Coordinates, schedules and directs all activities carried on at the Center. Develops and maintains interagency coordination and cooperation in the case management of child sexual abuse and serious physical abuse cases. Coordinates a multi-disciplinary team approach to child abuse investigation involving law enforcement, child protective services, prosecution, medical personnel, mental health counselors, victim advocates and volunteers. Recommends policies, goals and objectives to the Advisory Board and/or assists the Board in the formulation of such to achieve effective and efficient operation of the Center. Has chief administrative responsibility for services provided by the Center, public accountability of the Center, maintenance of program facilities, and procurement and disposition of equipment and supplies. In conjunction with the Board, carries chief staff responsibility to ensure that legal obligations of the Center are met.

Must have valid driver's license and auto insurance. Must pass criminal background check and CANTS.

Responsibilities Include:

1. Perform the overall administrative tasks necessary to the effective operation of the Center, including working with the County Finance Department. **
2. Works closely with the Advisory Board to initiate and implement protocols utilized by all disciplines through the Center. Works with multidisciplinary team members to update protocols as necessary.
3. Acts as community liaison; represents the Center in public relations/media activities. Provides presentations to community groups and agencies to inform and educate them of Children Advocacy Center services.
4. Prepares annual budgets and directs financial operations of the Center. Is responsible for developing financial resources and securing funding through grants

and fundraising. Prepare timely and necessary reports and statistics required by various funding sources. Completes quarterly grant reporting on time. **

5. Implements Advisory Board policies and committee work plans.
6. Hires, terminates, orients, supervises and directs personnel in the performance of their duties. ** Maintains personnel records and carries out personnel policies as established. Complete probation and yearly evaluations of staff. Keeps track of employee hours, including vacation and sick time and submits time sheets bi-weekly.
7. Coordinates, supervises and evaluates the performance of alternative workforce (i.e., interns and volunteers).
8. Maintains working relationship with Advisory Board and its committees. Regularly reports to the Board regarding Center activities and finances. Active assistance to the Advisory Board in recruiting new members and volunteers to serve on committees as requested.
9. Coordinates with Friend's Board to develop fundraising, goal setting and coordination of community education activities.
10. Oversees client record system, including the development and maintenance of data collection forms. Ensures client records are accurate and up-to-date.
11. Provides direct client services including case management and crisis counseling as necessary **
12. Responsible for facility management and maintenance. Keeps building and grounds in good working order and free of hazards.
13. Establish and approve contracts for services (counseling, facility maintenance, etc.) as required.
14. Develops recommendations for program development in conjunction with the Advisory Board. Participates in strategic planning to develop short and long term program goals and objectives.
15. Initiate and maintain monitoring/evaluation systems for both the programmatic and fiscal aspects of services.
16. Continually seeks state, federal, and private foundation grants to support Center services. Writes and submits grants/grant reports on a timely basis.
17. Participates in national, state and local organizations, community and statewide committees/boards to advance the efforts of Children Advocacy Center services.
18. Monitor and revise statistical and case-related forms.

Executive Director
Job Description

19. Remain current in relevant issues related to child sexual abuse and serious physical abuse through training's and readings.
20. Foster an open and positive relationship with other agencies.
21. Provide public education and professional training for law enforcement, service agencies, and other interested community organizations, clubs, etc. Develop community awareness strategies regarding issues of child sexual abuse.
22. Network with community service providers to create access to appropriate treatment resources for clients referred to the Center.
23. Other duties as required by Advisory Board.
24. Attends all required training.

**VOCA job duties