



Title: Professional and Community Education Coordinator

Reports to: Executive Director

Status: Full-time

Site Location: Canandaigua, NY with travel throughout Ontario, Seneca and Yates counties

Background:

The Child Advocacy Center of the Finger Lakes (CACFL) is accredited by New York State Office of Children and Family Services and the National Children's Alliance to provide a multidisciplinary team approach in responding to reports of sexual and physical child abuse in Ontario, Seneca and Yates counties.

Qualities:

- Strong team communication skills; including but not limited to, self-starter taking initiative, forward-looking, competent, inspiring and honest with confidentiality being of utmost importance. Ability to work well with other professionals. Individuals must demonstrate ability to relate to general public.

Responsibilities:

- Organize professional education, to include regular Lunch and Learns for CACFL Multidisciplinary Team (MDT) members.
- Organize an annual training conference for professionals in the field of child abuse.
- Disseminate training opportunities to MDT members.
- Maintain training records of all active MDT members.
- Provide education to First Responders and School personnel.
- Conduct community presentations regarding the CACFL model, child safety, and child abuse prevention.
- Act as the CACFL liaison to Commercial Sexual Exploitation of Children Task Forces.
- Coordinate Community Awareness efforts and service/treatment efforts for children who are being exploited.
- Establish and maintain strong linkages with appropriate networking affiliations and participate in community coalitions, as assigned.
- Participate in trainings to stay current on best practices and relevant issues (may include travel).
- Complete periodic tasks to support and maintain organizational structure of CACFL, as needed.
- Other projects and tasks as appropriate and necessary, including fundraising activities for the agency.

Experience/Education/Skills/Abilities:

- BA (MA preferred) in social work, human services, criminal justice or sociology or a related field
- Minimum of two (2) years experience working as a trainer/educator.
- Knowledge of sexual abuse dynamics, family violence, criminal justice system, and community resources.
- Excellent organizational, problem solving and priority setting skills.
- Excellent verbal and written communication skills.
- Strong public speaking skills.
- Ability to openly and respectfully communicate with team members with differing opinions.
- Ability to work a flexible schedule (could include nights and weekends) and travel as necessary locally and regionally.

CONFIDENTIALITY

All employees of the Child Advocacy Center of the Finger Lakes are held to highest standards of confidentiality and shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

Other requirements:

- **Valid Driver's license and reliable transportation with current registration, tag and insurance.**
- **Agree to submit to and successfully complete a criminal background check**

Contact: Jennifer Brownell, Executive Director at jennifer@cacfingerlakes.org

Resume and three references required.