

SafePath Children's Advocacy Center, Inc.



Position Title: Director of Advocacy

Department: Advocacy

Immediate Supervisor: Director of Services

Overall Objective:

Responsible for managing the provision of advocacy services including direct supervision of the Advocacy Department staff and undergraduate internship program. Ensure statistical and documentation processes for necessary services and reporting requirements. Ensure compliance with National Children's Alliance accreditation, Children's Advocacy Centers of Georgia requirements, and other grant and non-profit service delivery standards. Assist with the promotion of multidisciplinary team case interaction, coordination, support and consistency throughout the intervention, investigation, treatment and prosecution process.

Duties and Responsibilities to include, but not limited to:

- Manages and oversees day-to-day Advocacy Department operations
- Supervises Advocate department staff members and ensures collaborative teamwork
- Supervises, manages, and provides professional direct services
- Ensures advocacy services delivery to clients
- Ensures criminal justice services to clients
- Ensures service delivery including review and evaluation
- Ensures client file confidentiality and Advocacy staff compliance with policies
- Identifies advocacy referral sources to expand offerings to non-offending caregivers
- Coordinates and facilitates multidisciplinary team case review meetings
- Fosters open and positive relationships with multidisciplinary team members.
- Oversees effective and accurate case tracking method for compilation and submission of required statistical data reports for funding sources and records management
- Essential understanding of NCA and CACGA standards and implementation of best practices
- Other duties as assigned

Education and Experience Requirements:

Master's preferred, Bachelor's degree required in a child related field (sociology, social work, child development, counseling, psychology, or education). Minimum of five years experience preferred. Must work well in a multi-disciplinary team model.

SAFEPATH CHILDREN'S ADVOCACY CENTER

SafePath Children's Advocacy Center offers competitive salary and benefits, an exciting team-based work environment and opportunities to expand your skill set. SafePath is a private, non-profit organization and a leader in the field. SafePath offers a benefits package which includes employer supported health, dental and vision insurance, paid holidays, PTO and a 401K retirement plan, as well as professional development opportunities.

HOW TO APPLY

Interested applicants should submit a cover letter and resume to info@safepath.org

Those candidates meeting the minimum requirements and selected for an interview will be contacted.

No phone calls please.