

**Grundy County Child Advocacy Center**  
**Job Posting**



**Date of Posting:** September 14, 2022

**Applications Accepted:** Posted until filled

**Job Title:** Executive Director

**Department:** State's Attorney

**Reports To:** Grundy County Child State's Attorney  
Advocacy Center Board of Directors

**FLSA Status:** Part-Time, Exempt

**Rate of Pay:** \$26.00 per hour

**Summary:**

The Director is responsible for the overall administration of the Grundy County Child Advocacy Center (GCCAC) and is accountable to the Board of Directors. The purpose of the CAC is to provide a coordinated, multi-disciplinary, and trauma aware approach to the investigation, treatment, and prosecution of cases of child abuse in a facility that minimizes the trauma and anxiety for the child victim and maximizes the collective efforts of the professionals. The primary responsibility of the Executive Director shall be to coordinate and maintain this purpose through the implementation of all policies and procedures as established by the Board of Directors. The Director is currently the primary forensic interviewer.

**Requirements:**

- Master's degree in a behavioral science with a minimum of three years of relevant professional experience preferred.
- Highly motivated, possessing organizational skills with attention to detail and the ability to handle multiple responsibilities effectively and with discretion.
- Independent worker and ability to function as a team player with initiative and flexibility
- Excellent verbal and written communication skills.
- Willingness and ability to stay current in relevant issues through live, on-line and written training.
- Work well with and understand multidisciplinary team concepts.

**Administrative Responsibilities**

- Manage all activities associated with the CAC and development of its programs.
- Implement all policies and procedures as established by the Board of Directors.
- Maintain all property rented and owned by the CAC.
- Supervise all staff to include developing and implementing personnel policies.
- Execute appropriate evaluation and if necessary, remediation as described in the personnel policies
- Maintain all documents and records necessary to fulfill the legal regulatory and grantors requirements associated with the CAC including coordination of all insurance related activities.

- Provide technical assistance and direction to the Board and all committees regarding development of policy material and related documents.
- Develop and oversee implementation of Strategic Action Plan.

#### **Fiscal Management Responsibilities**

- Develop annual budget draft for approval by the Board of Directors and the Grundy County State's Attorney.
- Manage annual budget.
- Oversee maintenance of all financial records and accounting for CAC.
- Prepare and monitor all grant proposals and grant reports.
- Work with oversight agency (CACI) for disbursement of revenue and expenses.

#### **Community Relations Responsibilities:**

- Represent the CAC's purpose, goals, and program through public presentations and information, educational programs, prevention programs, community networking and media communications.
- Serve as the CAC's liaison throughout the community.
- Actively participate on behalf of the CAC in local coalitions that address child abuse issues and prevention issues.
- Maintain active participation with the Children's Advocacy Centers of Illinois and the National Children's Alliance.

#### **Forensic Interviewing Requirements**

- This position is currently the primary forensic interviewer.
- Knowledge of child abuse service system
- Foster open and positive working relationships with MDT
- May facilitate or co-facilitate case review
- As recommended by the National Children's Alliance comply with all training requirements with ongoing peer review
- Assist with answering phones and other general office maintenance
- Other tasks as assigned by the Grundy County Board of Directors and the Grundy County State's Attorney's Office.

This is a grant funded position and is contingent on dutiful grant reporting.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "**Executive Director**" in the subject line or mail to Grundy County Administration, Attn: Human Resources, 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*