

**CHILD ADVOCACY CENTER COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for ensuring the successful functioning of the Child Advocacy Center and Multi-Disciplinary Team (MDT). The primary objective of this role is to manage day to day CAC office functions and assist CPS Case Supervisors with collaboration between agencies involved in joint investigations and handling of child abuse, sexual assault, neglect, and other related cases. Additionally, the objective is to create a less traumatic environment for child victims. The work is performed under the supervision of Case Supervisors and Service Coordinators. Does related work as required

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Ensures the efficient function of the CAC Center including greeting and assisting families,  
supervising visits, and coordinating transportation;

Maintains compliance with OCFS regulations and policies;

Implements internal management policies and OCFS directives

Coordinates and facilitates medical/forensic investigation appointments under the direction of the  
CPS Supervisor;

Collaborates with agencies such as Child Protection Services, law enforcement, District  
Attorney's Office, victim advocates, medical professionals, mental health providers,  
schools and Public Health;

Coordinates monthly meetings of CAC/MDT meetings to ensure effective communication; and

Adheres to proper documenting and protocol to remain compliant with CAC/OCFS standards.

**CHILD ADVOCACY CENTER COORDINATOR****Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of child abuse dynamics and its impact on children;

Good knowledge of the MDT approach in the investigation of child abuse or neglect; Good

knowledge of community service agencies and programs that work with victims of child abuse

and their families; Ability to demonstrate traits of maturity, dependability and sensitivity toward

clients receiving sensitive services through the CAC center; Ability to plan, organize and

coordinate; Ability to prepare operating reports and a variety of other reports relative to CAC

tracking/activities; Ability to communicate effectively both orally and in writing; Ability to

operate a personal computer and utilize common office software programs; Ability to handle

stressful situations calmly and professionally.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree or higher and one (1) year of experience involving direct public contact in providing human services or;

(B) Graduation from high school or possession of a high school equivalency diploma and three

(3) years of experience as described in (A) above.

*Special Requirement for Appointment:* Possession of a valid NYS driver's license.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/3/2023

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