



Child and Family Coordinator | Position Opening Wentzville, MO

The mission of The Child Advocacy Center of Northeast Missouri is to deliver excellence in child abuse response, offer a path towards healing, and educate the community. We provide expert forensic interviews, child and family advocacy, and therapy services for children and families when they need it most. We present school and community-based programs to educate children about appropriate boundaries and empower victims to disclose abuse to safe adults.

Join us and help make a difference!

Position Description

This is a full-time position working with a non-profit agency that serves children disclosing physical and sexual abuse in 14 counties of northeast Missouri. The primary function of this position is to provide a welcoming, child-friendly and safe environment for all children and families who come to The Child Advocacy Center of Northeast Missouri.

Primary Responsibilities

1. Welcome children and families when they arrive at the agency for interviews, therapy or other reasons.
2. Ensure that the correct paperwork is completed by caregiver and disseminated to assigned CAC staff.
3. Answer Children's Services phone line- direct calls appropriately, provide support for crisis calls made to the agency and maintain documentation for crisis call support.
4. Provide a trauma informed environment by ensuring that the child and families basic needs are met.
5. Ensure cultural, behavior and other necessary accommodations/modifications are implemented in waiting room.
6. Observe all interactions in the waiting room/lobby to ensure they are appropriate in nature.
7. After forensic interviews, this position will be responsible for completing an age appropriate empowerment activity with children while their involved caregiver is in the post meeting.
8. Develop curriculum for new post interview activities and evaluate the effectiveness of the activities.
9. After the post Meeting, ensure that the involved caregiver and child has an opportunity to complete the NCA Outcome Management Survey (OMS) regarding their experience at the agency.
10. Enter, analyze and summarize all OMS responses.
11. Assist with Intake Coordinator duties in their absence or when high caseloads arise.
12. Arrange, sanitize and maintain a clean and tidy waiting room/lobby for all children and families.
13. Assist with data entry into the Case Management Database as requested.
14. Complete monthly billing for the assigned grant.

Qualifications

Minimum of an associate's degree in a human service field, criminal justice or related field. Years of experience working with children and families may be considered in lieu of a degree. Candidate should possess strong communication skills, must have exceptional organizational skills, have the ability to multitask and have a strong commitment to client services. Candidate must have the ability to work independently as well as part of a larger team within the agency, as well as the multidisciplinary team.

Benefits include: 14 paid holidays, generous PTO, medical/dental/vision insurance, Simple IRA contribution, and more.

Classification: Full-time at 40 hours per week, Non-exempt

Submit resume and letter of interest to humanresources@cacnemo.org

The Child Advocacy Center of Northeast Missouri is an Equal Opportunity Employer.

