



Position Announcement

Children's Advocacy Coordinator

Job Title: Children's Advocacy Coordinator

Job Family: Instructional Coordinators

Department: PCAR Training & Technical Assistance

Reports To: Training & Technical Assistance Director

FLSA Status: Full Time, Exempt

Work Hours: Weekdays - occasional evening hours required

Travel: Routine Travel Required

Salary Range: 4 - Professional 2

Position Summary

The Children's Advocacy Coordinator provides technical assistance and training on the intervention and prevention of child sexual abuse and teen sexual assault, and coordinates children's advocacy issues for advocates, children and youth case workers, educators, healthcare personnel, law enforcement, prosecutors, and other allied professionals. This position also provides support to those providing direct services including counseling, therapy and advocacy to survivors of sexual harassment, abuse, and assault.

Scope and Impact

- Coordinates and cooperates internally with PCAR and NSVRC public policy, prevention education, and medical advocacy teams. Other collaboration(s) as assigned.
- Coordinates and cooperates externally with rape crisis centers, children's advocacy centers, child welfare services, healthcare providers, and k-12 education systems.
- Responsible for authorized project related expenditures and appropriate documentation.
- This position is not routinely responsible for direct supervision of any full or part-time staff. Occasionally supervises volunteers, interns or other student workers.
- Routine in-state travel with regular overnight stays required. This full-time position is eligible for approved telecommuting accommodations after the satisfactory completion of required orientation and probationary periods.

Required Knowledge, Skills, and Abilities

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A. or B.S.) or equivalent in Social Work, Sociology, Psychology, Political Science, Criminal Justice, or other related field; and/or four years of relevant experience (some of which should be direct services specific to child sexual abuse).

Adherence to Coalition Mission, Vision, and Values

Must accept and abide by the mission and core values of PCAR, which are Ethics, Integrity & Trust, Commitment to Cultural Humility, Engaging Survivors, Social Transformation, Service to Others, Stewardship of Resources, and Excellence in all that we do.

Customer Service Skills

Must possess excellent customer service skills. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/managers/leaders/board, council members, vendors, consultants, allied professionals and the general public. Demonstrated ability to foster positive working relationships with diverse peoples.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentage, and to draw and interpret bar graphs. Ability to perform basic statistical analyses using Microsoft Excel and/or other statistical software package(s). Ability to explain quantitative and qualitative evaluation processes in practical and accessible ways.

Project Management Skills

Must possess excellent project management, organizational, and negotiation skills. Must be very detail oriented and able to work independently with minimal supervision.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Prioritizing Ability

Ability to effectively manage multiple priorities and projects simultaneously. Ability to meet multiple concurrent and consecutive deadlines. Ability to identify and respond to shifting priorities.

Specialized Training(s)

Ability to complete a current Pennsylvania rape crisis center sexual assault victim counselor training within first year of employment, if not completed within the previous 3 years.

Travel Requirement(s)

Availability to routinely travel statewide, with regular overnight and some weekend stays required. Must possess a valid Pennsylvania driver's license, insurance, and a reliable vehicle (or the ability to legally operate a corporate vehicle).

Primary Responsibilities

Resource Development (40 percent):

- Identify and create resource materials on child sexual abuse, teen sexual assault, and children's advocacy issues including, but not limited to, best practices in responding to child sexual abuse, sexual abuse in juvenile detention facilities, run-away and homeless teens, the impact of the child protective services system, sexual assault forensic interviewing, mandated reporting, and the prevention of child sexual abuse.
- Coordinate and manage projects related to the prevention of child sexual abuse and teen sexual assault.
- Collect and maintain information on current and emerging Children's Advocacy Center (CAC) programs throughout Pennsylvania.
- Collect and maintain information on other current and emerging issues relating to survivors of child sexual abuse and/or teen sexual assault.
- Generate newsletter and/or online community updates on current child sexual abuse topics.

Technical Assistance (20 percent):

- Provide technical assistance to rape crisis centers, children's advocacy centers, and other allied professionals related to child sexual abuse, teen sexual assault, prevention education, mandated reporting, messaging, and other relevant issues.
- Assist with Sexual Assault Awareness Month by coordinating with child sexual abuse prevention professionals, and providing on-going technical assistance throughout the planning and implementation phases.

Training (15 percent):

- Provide and/or facilitate trainings to rape crisis centers, advocates, and other allied professionals on child sexual abuse and related issues.
- Maintain, manage and provide an accurate record of externally offered child sexual abuse and forensic interview trainings to rape crisis centers, children's advocacy centers, advocates, and other allied professionals.
- Facilitate trainings and workshops internally for the benefit of PCAR / NSVRC staff, management, leadership, and board of directors on issues surrounding child sexual abuse prevention and response.

Systems Advocacy (10 percent):

- Represent PCAR at external meetings and workshops facilitated by allied professionals.
- Facilitate discussions to improve collaboration between rape crisis centers and children's advocacy centers.
- Build PCAR's national visibility by participating in the child sexual abuse prevention listserv, and regularly posting comments and resources.
- Build PCAR's national visibility around children's issues by presenting lectures, workshops, and panel discussions at state and national child sexual abuse prevention and response conferences.
- Advise committees, lobbyists, and lawmakers on the development, modification and/or repeal of company, state, and/or national policies impacting children and teens.

Reporting and Compliance (5 percent):

- Draft and submit cyclical reports of grant project progress and deliverables as required.
- Record completed project activity in designated database on a monthly basis, or more frequently as needed.
- Record completed technical assistance in designated database on a monthly basis, or more frequently as needed.

- Record completed trainings in designated database on a monthly basis, or more frequently as needed.

Secondary Responsibilities

General Duties (5 percent)

- Act as a liaison to assigned rape crisis centers through PCAR Partners.
- Attend internal and external meetings as assigned.
- Collaborate with internal workgroups related to PCAR's strategic efforts.
- Represent PCAR with other state and national organizations as required.

Other Duties (+/- 5 percent)

While this document is intended to be comprehensive, it is not intended to be exhaustive or exclusive. Other duties relevant to the nature of the position, needed to cover absences or provide relief to equalize peak work periods, and/or to the achievement of the organization's strategic goals may be assigned at the discretion of the supervisor/manager.

Certificates, Licenses, Accreditations

- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required.
- A valid Pennsylvania Child Abuse Clearance is required.
- A valid FBI Criminal History Background Check is required.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. ***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is also required to use hands to finger, key or type, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The noise level in the work environment is usually low to moderate.

Accessible Facilities

Our facilities are equipped with ADA accessible all gender / gender neutral restrooms on each floor. Additionally, ergonomic furniture, fixtures and equipment may be requested to modify individual workspaces.

Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and the National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, confidential medical information, or genetics.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **October 15, 2020**.

Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

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