

**Position Description**

<b>Position Title: Child Sexual Abuse Prevention Coordinator</b>	<b>Supervisor: Executive Director</b>
<b>Department: Prevention</b>	<b>Full or Part Time: Full Time (30 hours)</b>
<b>FLSA Status: Non Exempt</b>	<b>Revision Date: 9/23/2024</b>

**Position Summary**

The Child Sexual Abuse Prevention Coordinator provides coaching and on-going consultation to youth-serving organizations, including schools, on the implementation of the Safe Kids Thrive Elements of Prevention.

**Essential Functions/Position Responsibilities**

- Serve as the primary contact and consultant for YSO’s both interested in and that are a part of a learning cohort implementing SKT’s eight Elements of Prevention
- Provide brief outreach and education to YSO’s and relevant provider networks and taskforces about the efficacy of the Elements of Prevention and the learning community opportunity
- Along with other CAC project staff, and under the direction of the CSAP steering committee, recruit target sector YSO’s for each learning cohort (4-6 per LC)
- Support administrators of YSO’s with coaching and technical assistance to implement the prevention elements, including an organizational audit of existing prevention elements as well as developing an action plan for implementation
- Lead a monthly roundtable for learning cohort representatives to discuss successes as well as problem solve challenges to implementing the prevention elements
- Provide outreach and education to YSO’s and relevant provider networks and taskforces about the efficacy of the Elements of Prevention and the learning community opportunity
- Create and maintain database of LC partners as well as the successes and challenges when implementing the prevention elements
- Participate in ongoing training and supervision
- Other relevant tasks as assigned by supervisor, CAC ED, and/or steering committee

**Supervisory Responsibilities**

This position does not have any supervisor responsibilities.

**Qualifications & Requirements**

- Bachelor's degree required, Masters level preferred in public health, education, organizational change & leadership, social work, psychology, or related field
- Professional experience working within YSO’s
- Experience with organizational consultation
- Working knowledge of risk and protective factors relating to child sexual abuse as well as child welfare
- Demonstrated effective oral and written communication, as well as strong organizational and interpersonal skills.

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<b>ESSENTIAL FUNCTION</b>				
<b>ESTIMATE OF PHYSICAL, ENVIRONMENTAL &amp; MENTAL REQUIREMENTS</b>				
<b>Physical Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing			X	
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside		X		
Climbing Stairs			X	
Sedentary Work				X
Typing / Data Entry/ Computer			X	
Stooping	X			
Driving		X		
Walking			X	
Walk on Wet, Uneven, Slippery Surfaces		X		
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck	X			
Bending at Waist	X			
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Driving		X		
Hearing				X
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more	X			
Acuity, Near – Clarity of vision at 20 inches or less	X			

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<b>Physical Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	X			
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
<b>Cognitive Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Communications Oral				X
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills		X		
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting			X	
Analyzing			X	
Presenting		X		
Supervising	X			
Ability to Deal With:				
• Stressful situations				X
• Trauma, grief, death				X
• Public Contact				X
Decision Making				X
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions		X		
Relate to Others				X
Influence Others		X		
Perform complex or varied tasks		X		
<b>Additional Comments:</b>				

**Acknowledgement of Receipt**

I acknowledge that I have received a copy of the Children's Advocacy Center of Franklin County and North Quabbin job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Position/Title (please print)

Please sign and date one copy of this acknowledgement and return it to the Executive Director. Retain a second copy for your reference.