

Westchester Institute for Human Development – February 2023.

**Position Announcement: Director, Children's Advocacy Center, Valhalla, NY.**

The Westchester Institute for Human Development (WIHD) was recently named one of the Best Places to Work by 914Inc. WIHD's mission is to create better futures for people with disabilities, for vulnerable children and for their families and caregivers. WIHD accomplishes its mission through professional education; innovative services and supports; community training and technical assistance; and research and information dissemination.

The Children's Advocacy Center at the Westchester Institute for Human Development provides coordination for the multi-disciplinary assessment of children with suspected sexual and/or physical abuse in a neutral, safe and child-friendly environment. Our multi-disciplinary team includes the Westchester County public agencies responsible for the investigation and prosecution of child abuse, the Child Abuse Pediatrics program and community mental health and victims' assistance agencies. The CAC operates in an academic setting with a foundation in research, education, and prevention.

The Director is responsible for the overall vision, leadership and management of the Children's Advocacy Center and its staff of forensic interviewers, victim advocates and administrative professionals.

Specific responsibilities include:

**Leadership, Management and Program Development**

- Maintain strong and productive relationships with Multidisciplinary (MDT) partner agencies including Westchester County Department of Social Services, Westchester County District Attorney's Office, Westchester County Attorney's Office, law enforcement agencies and community mental health, victim advocacy partners and the Child Abuse Pediatrics program
- Oversee CAC/MDT case coordination activities to ensure that children and non-offending caregivers receive a timely, thorough, coordinated and objective expert response
- Oversee the CAC's forensic, mental health and victim support and advocacy services
- Provide trauma-focused, clinical, and programmatic vision to CAC staff and MDT partners, on all aspects of direct service operations – from the point of referral and throughout the investigative process as child victims and family members access the continuum of services offered by the CAC

- Oversee development and implementation of policies, procedures, and protocols used by all disciplines and CAC staff
- Assure compliance with accreditation standards set by National Children's Alliance and NYS Office of Children and Family Services
- Maintain membership with the New York State Children's Alliance
- Collaborate closely with WIHD's Child Abuse Pediatrics Program on programmatic, fiscal and operational issues
- Lead efforts aimed at continuous quality improvement and growth
- Oversee maintenance of official records, databases, and documents and ensure compliance with federal, state and local regulations and guidelines
- Represent the CAC's mission, goals and programs through public presentations, educational programs and community networking
- Actively participate in local, regional, and statewide committees, task forces and meetings
- Oversee planning and implementation of internal and external training activities to increase competencies and skills for CAC staff and MDT members
- Oversee continued development and implementation of computerized case tracking system
- Chair and facilitate Multidisciplinary Planning Committee meetings; facilitate and manage monthly Case Review meetings
- Attend available professional leadership opportunities
- Actively seek and accept feedback and suggestions for improvement from WIHD leadership, MDT members, staff and clients

#### **Fiscal Management**

- Work closely with Chief Financial and Administrative Officer to develop, recommend, and monitor annual budgets
- Direct and approve programmatic expenditures in keeping with contract and grant requirements
- Research, prepare and direct applications for additional funding including, but not limited to, federal, state, local, and foundation grants
- Prepare necessary statistical and other reports required by funders and other stakeholders
- Work closely with WIHD's development office to achieve annual CAC fundraising goals

#### **Personnel**

- Assume a lead role in hiring, training and evaluating CAC staff, and providing on going guidance, consultation and training to promote retention, professional development and a healthy work environment
- Ensure supervision of all staff

#### **Qualifications:**

The Director of the Children's Advocacy Center will be committed to the mission of the CAC and WIHD with demonstrated leadership, coaching, and relationship management experience.

- Advanced degree required
- At least 5 years of senior management experience with a track record of effectively leading programs and staff
- Excellence in organizational management with the ability to coach staff, manage, and develop high performance teams; set and achieve strategic objectives; and manage a diverse budget
- Sound knowledge of child trauma, child development and issues relating to victimization
- Demonstrated experience working with children and families impacted by abuse and trauma is preferred
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal, diplomacy and conflict-resolution skills
- Prior experience and passion for working with child survivors of abuse and trauma and their impacted family members
- Prior experience providing clinical supervision and supervising on an evidence-based treatment preferred.
- Action-oriented, adaptable, ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

WIHD values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, sexual orientation, protected veteran status, pregnancy, any other characteristic protected by law.

Salary Range: \$85,000 - \$100,000 annually

Qualified applicants can send a resume and cover letter to Danielle Weisberg, LCSW at [child\\_welfare@wihd.org](mailto:child_welfare@wihd.org)