



## Salt Lake County Job Description

### ASST CHILDREN JUSTICE CENTER MANAGER

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**DEPARTMENT:** District Attorney

**DIVISION:** Children's Justice Center/8200

**JOB CODE:** 110 **GRADE:** 16

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 04/01/2011

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Assists in the program management functions. Oversees all daily operation service to professionals and clients. Provides crisis intervention and referral services to clients. Provides training to professionals and public of Forensic Interviewing, and other practices.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in social work, psychology or other closely related field and four (4) years experience in a child related setting, of which two (2) years must have been involved directly with a child advocacy program and one (1) year must have been supervisory.

Current Utah License to provide clinical services (CSW or SSW)

Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Provide day to day program oversight of daily operation services for clients and professionals using the center. Coordinates program objectives based on an annual plan; prepares work schedules; assists in outlining job duties; oversees training; conducts staff meetings.
- In the absence of the Program Manager, provides expenditure, supervisory, and policy and procedure decisions.
- Provides input on policies and operating procedures for the program and keeps director informed.
- Facilitates established community linkages and public relations with allied agencies that regularly use or collaborate with the program.
- Provide direct services to clients and referral to therapeutic and medical services. Resolve conflicts and

facilitates access to services. Provides consultation.

- Serves as part of the Program Administrative Team and attends meetings as assigned.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Facilitate interagency collaboration and participation to coordinate the investigative response to child abuse cases. Chairs and facilitates team staffing meetings with allied professionals for criminal prosecution and protective action in child abuse cases.
- Provides forensic interview training and to investigators. Facilitates forensic interviewing protocols, and service delivery functions provided at CJC program to professionals and child victims in compliance with state statute and national accreditation standards.
- Oversees tracking and grant report deadlines.
- Provides data entry in database and maintains case records.
- Provides training to allied professionals and public.
- Oversee distribution of VOCA grant emergency funds to clients. May be required to maintain petty cash account, receipts and reports.
- Serves as hostess for professionals and clients using the center.
- Serves on community committees and networks with allied agencies to promote interagency protocols and best practice methods.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- MICROSOFT Office applications 2007 version or more recent (WORD, EXCEL, OUTLOOK, POWERPOINT) and working with databases
- Social casework principles
- Crisis intervention theory and techniques
- Social services systems including protective service programs and procedures
- Effective interviewing methods, principles and techniques
- Effective training and public speaking methods
- Committee leadership and participation
- Training, coaching, mentoring, supervision skills for personnel/volunteers
- Public relations skills

### **Skills and Abilities to:**

- Respond quickly, appropriately and effectively to crisis situations
- Functions independently

- Communicate effectively, both orally and in writing
- Maintain confidential materials and information and protect client privacy
- Work with individuals from various economic and social backgrounds
- Assists the program manager in implementing, analyzing and evaluating policies and procedures to improve and maintain efficiency, accuracy and productivity
- Represents the program at meetings as assigned
- Build collaboration and cohesion among and between agencies using the program

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Must be able to work one or more late shifts per month on Thursdays to 7:00 pm.

Able to respond to call in after hours or weekends for urgent child abuse cases.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Must pass a yearly criminal background screening by the Bureau of Criminal Investigations

Possess a valid Utah driver's license.

Food handler's permit

May be called upon to provide supervisory support to both CJC locations

Become a Forensic Interview Training specialist for the CJC program

Revised Date/Consultant's Initials: 04/01/2011