

**IM SAFE CAC**  
**Job Description**  
**Fenwick, MI**

**Position:** Full- Time Intake Coordinator

**Reports to:** Director

**Pay:** \$45,000 – No Benefits

**Responsibilities:** The full time Intake Coordinator is responsible for the management and facilitation of the MDT and client communication with the Center. Specific responsibilities include scheduling of forensic interviews, coordination of the MDT members to be present during the forensic interview (Law Enforcement, Protective Services, Prosecuting Attorneys), the coordination of initial and ongoing victim services for child victims and their non-offending caregivers (medical exams, mental health referrals, etc.), and preparation of intake paperwork for each appointment at the Center. The Intake Coordinator is the contact person should children and their families have questions or concerns prior to the interview. The Intake Coordinator is responsible for the planning and notification of MDT members regarding monthly Case Review schedules and dockets. He or she also is trained in the Forensic Interviewing and Family Advocacy roles to provide support for other VOCA funded direct service staff should secondary trauma prohibit them from doing their job to the best of their abilities.

**Qualifications:**

- Shall possess a Bachelor's degree in social work, Business Administration, Communications, psychology, criminal justice or equivalent degree from an accredited school OR have a minimum of 3 years' experience with child sexual abuse cases.
- Demonstrated professional experience with children and a demonstrated knowledge of child abuse and neglect issues and child development.
- Ability to communicate with a wide range of children from different cultural backgrounds and with differing levels of development.
- Successful, documented completion of a 40-hour forensic interview training by a nationally recognized organization, or able to successfully complete training.
- Cultural awareness of the needs of diverse populations
- Strong interpersonal, communication, and organizational skills
- Strong problem solving and solution oriented skills
- Knowledge of the impact of trauma on childhood development
- An ability to work independently and also function effectively as part of a team.

- Minimum of one-year post degree experience conducting child interviews preferred
  - Human relations skills including diplomacy and mediation
  - Excellent oral and written communications skills
  - Must be computer literate with experience in database management.
- Responsibilities:
- Establish and promote a facility that has a home like atmosphere in which cases of child sexual abuse and other child abuse may be handled in the least traumatic environment.
  - Coordinate multidisciplinary team approach to child abuse investigations involving medical personnel, child protection workers, law enforcement, prosecutors, therapists, and victim advocates; develop and maintain interagency communication and networking regarding child abuse and the role of the CAC.
  - Coordinate initial and ongoing victim services for child victims and their non-offending caregivers (medical exams, mental health referrals, etc.)
  - Prepare intake paperwork for each appointment at the Center.
  - Regularly facilitates communication regarding child abuse between the involved agencies and the community at large by informal as well as formal means.
  - Responsible for Forensic Interviews and Family Advocacy roles should secondary trauma prohibit other normal VOCA funded direct service staff positions from carrying out their role.
  - Provide an ongoing forum for interagency problem solving and planning in the area of child abuse.
  - Handle front desk responsibilities-answering such as phones, scheduling appointments, case scheduling, record and file maintenance, & most importantly greeting the families who come through the Center.
  - Helps the Forensic Interviewer coordinate and prepare for case review
  - Records all case tracking/client contact information into the tracking system
  - Complete ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 contact hours every 2 years.
  - Other duties as assigned by the Director.