

CHILD ABUSE PREVENTION COORDINATOR I/II

DEFINITION

Under general supervision, develops, coordinates and implements a Countywide child abuse prevention and services program; provides a variety of information and assistance to child abuse victims and family members; performs related work as assigned.

DISTINGUISHED CHARACTERISTICS

Child Abuse Prevention Coordinator I is the entry level in this series. Initially under close supervision, incumbent performs work that is more routine in the areas of educating and coordinating programs with the community and other social service agencies. It also requires significant interpersonal skills when dealing with individuals of various ethnic and socio-economic groups. As County experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternatively staffed with Child Abuse Prevention Coordinator II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Child Abuse Prevention Coordinator II is the journey level class of the series, fully competent to perform responsible and difficult assignments. The assignments may include assisting with the more difficult cases and preparing educational materials on new programs. Incumbents are expected to exercise independent judgment in analyzing cases and in making sound recommendations. This class is distinguished from Investigator (District Attorney) in that the latter is primarily an investigative class in civil and criminal matters, whereas the Child Abuse Prevention Coordinator is primarily education and community agency referral.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates with a variety of community and social service agencies child abuse awareness, prevention and assistance services.
- Promotes community awareness and education of child abuse problems, prevention and assistance programs through group presentations and individual conferences.
- Provides individual interviewing and casework assistance to victims and families; advises victims and families of resources available in community for therapy, aid, counsel and assistance.
- Reviews and maintains files on suspected child abuse and molestation reports.
- Confers with schools, social service agencies, law enforcement agencies, medical providers and others regarding potential child abuse problems.

QUALIFICATIONS

Knowledge of:

- Case management and interviewing techniques, including dealing with individuals from various socio-economic groups.
- Community resources and services available to child abuse victims and family members.
- Federal, state and local laws and regulations related to child abuse.
- Child abuse prevention programs and resources.
- Basic computer applications related to the work.
- Office administrative principles and procedures, including filing and the operation of standard office equipment.

Skill in:

- Assessing potential child abuse situations and recommending effective courses of action.
- Utilizing community resources effectively and appropriately.
- Exercising sound independent judgment within established procedural guidelines.
- Speaking effectively before groups regarding child abuse problems.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid driver's license. Must be willing to work off-hours shifts for emergency situations.

Education and Experience:

Child Abuse Prevention Coordinator I: Equivalent to graduation from a four-year college or university with major coursework in social services, psychology, law enforcement or a field related to the work and two years of experience in social service program delivery. Experience in working with children or youth is desirable.

Child Abuse Prevention Coordinator II: In addition to the above, three additional years of experience in social service program delivery at a level equivalent to the County's class of Child Abuse Prevention Coordinator I. A master's degree can be substituted for two of the additional years of experience that are required at this level.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.