

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: DIRECTOR

DEPARTMENT: WARREN COUNTY CHILD
ADVOCACY CENTER

PAY RANGE: \$65,000 - \$80,000 ANNUALLY

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME BEGINNING JANUARY 21, 2025

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR
DESKTOP AND EMAIL THE COMPLETED APPLICATION AND RESUME TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$310 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Director of Child Advocacy Center

Incumbent:

Department: Child Advocacy Center
Reports To: County Administrator
Pay Range: #C
Lunch: Unpaid
Work Hours: 40 Hours per week

FLSA Status:
Civil Service Status:
Employment Status:

Exempt
Unclassified
Full-time

JOB RESPONSIBILITIES:

Under administrative provides direction, responsible for the administration of all operations for the Child Advocacy Center of the County. Duties include providing a coordinated multidisciplinary approach to child physical and sexual abuse and neglect through a child-friendly facility that minimizes trauma and anxiety for the child victim and maximizes the coordination and effectiveness of the multidisciplinary team providing services the to the child and family. Primary responsibility to implement the overall mission and policies for the center. Manage fiscal operation, fundraising, grant writing and coordinating services for the center as stated by the Executive Steering Committee.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Requires a bachelor's degree in social services or closely related field. Master's degree is highly desirable. Three years of demonstrated expertise in the field of child abuse and/or program development and demonstrated fiscal and management skills.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Responsible for the development of all policies and procedures for the child advocacy center.
2. Responsible for day to day operations, to include managing daily operations, recordkeeping and facilitation of the multidisciplinary team response.
3. Maintain all documents necessary to fulfill legal and regulatory requirements.
4. Attend all operational meetings. Provide reports on issues regarding; finance, budget, fundraising strategies and initiatives, facility development, public relations and presentations.
5. Promote positive working relationships among multidisciplinary team members, executive steering committee, and other agencies.

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POSITION DESCRIPTION**

6. Supervises Child Advocacy Center staff members.
7. Responsible for the fiscal management of the center, including development of annual budget.
8. Identify and develop potential funding resources and possible fundraising strategies. Apply for grants and assume responsibility for grant management. Actively participate in fund raising events and campaigns.
9. Responsible for representing the Child Advocacy Center's purposes, goals and program through public presentation, information, educational programs, community networking and media communication.
9. Demonstrate regular and predictable attendance.
10. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Technical competence in the field of child advocacy or program development. Strong interpersonal skills and customer service orientation; Good professional judgment; Ability to speak before groups and to write effectively; Ability to maintain productive working relationships within the organization and with other organizations; Ability to plan, organize and evaluate the work of others; Ability to develop and administer a budget; Computer literacy – at a minimum must have basic knowledge of word, spreadsheet, e-mail and contact management programs.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)