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## CHILD ADVOCACY PROGRAM MANAGER NEEDED

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**Employer:** Geauga County Job and Family Services  
**Job title:** Child Advocacy Program Manager  
**Position type:** Full time, classified civil service  
**Compensation:** \$21.11–\$22.80 hourly based on qualifications and experience  
**Hours of work:** 8:00 a.m.–4:30 p.m. and evening/weekend hours on call as required

**Summary:** Geauga County Job and Family Services is seeking a dynamic leader to join our Child Protective Services’ team. This employee will lead the Multi-Disciplinary Team’s response to child sexual abuse in the Children’s Advocacy Program. He or she must be experienced in working with children in need of protective services, or counseling persons who have experienced abuse/neglect.

This position primarily acts as a first responder to claims of child sexual/physical abuse as reported to the agency by conducting forensic interviews appropriate to the child’s developmental, cognitive, physical and communication capabilities and providing court testimony. The Program Manager oversees the Child Advocacy Program and is responsible for all program compliance such as maintaining program grant eligibility, providing required updates, maintaining and storing records, and completing quality assurance activities. This position also promotes a motivated, productive work culture in providing supervision and education of Child Advocacy Specialists in investigation follow up, development of services and safety plans, and/or referral for outside services. This position is required to respond to the after-hours emergency COPEline in rotation with other caseworkers.

**Requirements:**

- › Bachelor’s degree in Social Work, Psychology, Sociology, or a closely related field (Master’s preferred)
- › 3+ years experience in Child Protective Services or other social/human services field
- › Formal training in forensic interviewing techniques (within 6 months of hire)
- › Demonstrated supervisory experience
- › Valid driver’s license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks
- › Willingness to work with service animals

**Benefits:**

- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage (or waiver option) available

**How to apply:** Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

*Email:* [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)

*Fax:* 440-286-6654

*Mail:* Geauga County JFS  
Attn: HR (CAPM Position)  
P.O. Box 309  
Chardon, OH 44024