



JOB VACANCY

February 2017

Coordinator Child Advocacy Center (Safe Harbour Project)

EAC NETWORK seeks a Coordinator to work full time for the Safe Harbour Project at its Child Advocacy Center Program located in Central Islip, Suffolk County. The Coordinator is responsible for conducting community outreach and making presentations to raise awareness about sexual exploitation of children and coordinating services for crime victims and their families. Position is Monday-Friday with flexibility for evenings and weekend availability when needed. Excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC NETWORK is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

RESPONSIBILITIES:

- Act as a liaison between victims and members of multi-disciplinary team (MDT) including police, county attorney, DA, etc. and social services agencies.
- Provide case assessment, planning, and referral of services.
- Maintain case records as required.
- Facilitate client enrichment activities and child sexual exploitation support groups.
- Provide community outreach and conduct presentations.
- Create a community taskforce to address the issue of sexual exploitation of children in collaboration with Suffolk DSS.

QUALIFICATIONS:

- MSW preferred, Bachelor's Degree required.
- Minimum of two years of relevant experience.
- Excellent communication, presentation, organizational and interpersonal skills.
- Bilingual English/Spanish capability preferred.
- Must have access to automobile and possess valid NYS driver's license.
- Proficiency in computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org