



Denver Children's Advocacy Center

JOB DESCRIPTION

Title: Director of Community Outreach
Reports To: Executive Director
Status: Full Time - Exempt

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment.

DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities.

General Responsibilities

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

Summary of Position

The Director of Community Outreach is responsible for leading the Community Outreach program at the Denver Children's Advocacy Center and supervising the Community Outreach team. This position is responsible for leading efforts such as the Denver Safe from the Start prevention program in Denver Public Schools, outreach services that respond to the urgent needs among vulnerable and traumatized populations such as Spanish-speaking immigrants and refugees, and mental health consultation to child care centers and in-home child care settings. This position will lead DCAC's Community Mental Health Initiative and other existing community outreach initiatives.

Duties and Responsibilities

- Responsible for coordination, development, and implementation of community outreach services to children and families.
- Develop funding plans for outreach programs and partnerships
- Contribute towards grant requests related to community outreach programming
- Responsible for managing and meeting grant objectives in existing community outreach grants
- Supervise, train, and monitor team members
- Responsible for coordination, development, and implementation of the Denver Safe from the Start prevention services to children, families and teachers in Denver Public Schools

- Implement and conduct ongoing process and outcome evaluation for prevention strategies and projects implemented. Maintain a continuous quality improvement plan, evaluation plan, and sustainability plan
- Provide management and strategic direction to the program's outreach focus
- Develop and maintain partnerships with key community stakeholders who assist with implementation of community-based programming
- Manage and help the Community Outreach Team build a network of supportive partnering organizations throughout Denver metro area to engage the immigrant community
- Supervise Mental Health Consultants to ensure children and families in child care settings and schools access and receive quality services
- Assist with DCAC community outreach efforts, education and agency events
- Participate in staff meetings and in any other administrative or clinical meeting scheduled by Team Leaders and/or Executive Director
- Attend training sessions, conferences, and agency cross-training events as needed.

Competency

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Ability to manage multiple projects and meet competing deadlines
- Demonstrate integrity and professionalism managing confidential material and sensitive situations
- Demonstrate confidence in leadership and team-building ability
- Provide open and effective supervision for program team members
- Identify and analyze needs and apply resources effectively to meet those needs
- Adapt strategy to changing conditions and communicate changes effectively
- Speak clearly and effectively in positive or negative situations
- Possess leadership and interpersonal skills necessary to promote communication and relationship building with leadership and community partners
- Demonstrate respect and sensitivity for cultural differences
- Demonstrate ability to effectively balance task-oriented and process-oriented duties
- Manage competing demands
- Continue to build on knowledge and skills
- Demonstrate persistence in meeting difficult challenges

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Three-year post-degree relevant professional experience
- Experience with mental health consultation a plus
- Highly motivated, possessing organization skills with attention to detail and ability to handle multiple responsibilities effectively and with discretion
- Supervisory experience
- Ability to tolerate numerous interruptions throughout the day
- Knowledge of child development, child abuse and the effects of child abuse
- Cultural awareness of the needs of diverse populations
- Spanish language skills considered a plus
- Excellent oral and written communication skills
- Must pass a background check

Benefits

Salary range: \$75,000 to \$85,000 annually. Denver Children's Advocacy Center offers an excellent benefits package which includes medical, dental, and vision insurance, as well as a retirement plan option.

Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool. To apply for this position, please email your resume and cover letter with Director of Community Outreach in the subject line to Angela.Davidson@DenverCAC.org or send by mail to the address below. Applications will be reviewed on a rolling basis until the position is filled.

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ATTN: Human Resources 2149 Federal Blvd.

Denver, CO 80211