

**Children's Advocacy Centers of Mississippi**  
**Child Advocacy Studies (CAST) Coordinator**

**Job Description**

**REPORTS TO:** Training Director

**GENERAL RESPONSIBILITIES:**

The Employee oversees specific programs of the agency under the supervision of the Training Director and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

The CAST Coordinator has the primary responsibility of developing and providing support services through the Training Program for CACM. He/she is a highly trained individual skilled and will be responsible for recruiting new institutions of higher education to participate in the on-going statewide Child Advocacy Studies Program as well as program improvement in existing institutions. The CAST Coordinator will be in regular contact with Administrators, Academic Officers and faculty in the Mississippi CAST program to determine needs and develop training both face-to-face and on-line to meet information and skill needs.

Visits will be required to the institutions across the state to review curriculum and talk with students, faculty and administrators concerning program needs, fidelity to the model and improvement possibilities. The coordinator will facilitate a peer network among CAST institutions. Responsibilities include promotion of experiential learning and use of simulations in Mock homes and courtrooms by those involved in CAST. Outreach to professionals is also expected, including CPS, law enforcement, medical, dental, mental health, CAC's, early childhood, education and other members of multidisciplinary teams.

The CAST Coordinator will be expected to oversee any CACM research projects related CAST; build relationships with CAST Coordinators on a national basis, and in some cases, work with potential funders. The CAST Coordinator will occasionally present at conferences and symposiums on a national and state level.

Typical work hours include Monday – Friday 8:00 a.m. – 5:00 p.m. Must be available to be available to work occasional nights and weekends for special projects.

Other duties may be assigned as needed.

**Education:** Graduate Degree or PhD with proven research background

**Experience:**

Preferred 5 or more years teaching in Higher Education setting with knowledge of higher education course and curriculum development, advising, higher education systems, webinar design, on-line teaching and proven publication experience.

5 or more years working with children and families in a human services setting that required knowledge of child abuse and neglect and skills in child advocacy.

Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations.

Preference given to persons with experience working with Multidisciplinary teams, child welfare, and child advocacy.

Specifically,

- Understanding of the mission of children's advocacy centers and multidisciplinary teams.

Direct experience preferred.

- Demonstrates excellence in written, verbal and oral presentations.
- Is proficient in Microsoft Word, Excel, Power Point and Webinar Design.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background checks and ability to travel required.
- An ability and willingness to travel extensively (up to 50%).

Salary range is commensurate with experience. Office is located in Jackson, Mississippi. The selected candidate must successfully complete a comprehensive background screening process.

**All letters of interest and resumes can be sent to [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org)**