

Classification Description



PINAL COUNTY

Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: FAMILY ADVOCACY CENTER SUPERVISOR (At-Will)

Class Code: TBD

Department: Public Health

Pay Grade: 14

FLSA Status: Exempt

JOB SUMMARY

Provide oversight and direction in the planning, development, and management of daily operations of the Pinal County Public Health Family Advocacy Centers (FAC) under authority of the Pinal County Public Health Services District.

This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is "at will"; the employee may be terminated at any time, for any reason, with or without cause.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Oversees the daily operations of all Pinal County Family Advocacy Centers.
- Works with key partners (i.e. law enforcement, child welfare, medical providers) in the multi-disciplinary approach to the prevention, investigation, management, and prosecution of child abuse and neglect crimes as well as other crimes of interpersonal violence.
- Motivates, leads, and supervises a multi-disciplinary team of professionals.
- Oversees the quality assurance components of the program, including, but not limited to the review of case files, forensic interview methodology, and compliance with local and federal policies and protocols.
- Collaborates with the leadership team to develop and implement plans that accommodate the growth objectives of the organization.
- Represents the FAC's purpose, goals, and programs through public presentations and media communication as needed.
- Assists in the facilitation of both formal and informal communication between the FAC and the community at large regarding child abuse and interpersonal violence issues.
- Assists with grant applications for research and program development and oversee awarded programs.
- Oversees the professional and training component, which promotes the professional development of Multi-Disciplinary Team (MDT) members.
- Evaluates hiring and performance of employees.

- Responsible for the oversight of database, statistics regarding services at the FAC, and preparation of monthly, quarterly, and annual reports.
- Ensures adherence to all accreditation standards.
- Ensures quality facility management and maintenance.
- Maintains HIPAA compliance and absolute confidentiality of work-related issues, customer records and restricted County information.
- Perform other related duties as required.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Criminal Justice, Social Work, Child Abuse, Family Violence, Nursing, or Administration.
- Four (4) years of relevant experience.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.
- Valid Arizona State Driver's License within 30 days of hire.

Preferred Qualifications:

- Master's degree in Criminal Justice, Social Work, Child Abuse, Family Violence, Nursing, or Administration.

Knowledge, Skills and Abilities:

- Knowledge of Pinal County policies, procedures, organization and operations.
- Knowledge of state of Arizona criminal and civil statutes, rules, administrative orders, and applicable Federal rules and regulations.
- Knowledge of principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Knowledge of professional techniques and practices for efficient and cost effective management of resources.
- Knowledge of principles related to forensic interview methods.
- Skill in planning, assigning, training, and supervising the work of others.
- Ability to use initiative and independent judgment within established procedural guidelines.
- Ability to mediate and negotiate difficult and complex situations.
- Ability to communicate effectively orally and in writing and exercise judgment and discretion in decision making.
- Ability to establish and maintain cooperative working relationships with attorneys, and representatives of law enforcement agencies, courts, and other participants in the justice system.

PHYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the ability to finger, handle, reach, perform repetitive motion, lift, speak, hear, operate motor vehicles and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in an environment making decisions that could lead to major community or organizational consequences if appropriate decisions are not timely.

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.