

Job Description



Position: Evaluation Project Specialist

Agency: Child Abuse Prevention Council

Reports to: Evaluation Senior Project Manager

Date: 5/12/2020

Supervisory Responsibilities: None

Classification: Exempt

PROGRAM OVERVIEW

Sacramento County Child Death Review Team (CDRT) is a multidisciplinary team of professionals from different aspects of a child's and his/her family's life, from medical to academic to law enforcement to child protection that reviews the death of every child in Sacramento County from birth through 17 years of age. CDRT members share the information and history of each child and family and come to a mutual consensus on the manner and cause of each death. The goal of the CDRT is to identify how and why children die so that strategies to prevent future child deaths are created and implemented. CDRT findings and recommendations are reported annually and in multi-years to the Sacramento County Board of Supervisors

Sacramento County Fetal Infant Mortality Review (FIMR) reviews Sacramento County resident cases of deaths among infants born prior to 23 weeks of gestation and cases of fetal demise. The FIMR case review process and Team is similar to CDRT and includes women's health clinics that provide maternal health data. This includes information on family planning, risk factors for premature birth, prenatal care, social support, life changes and stress. FIMR findings and recommendations are included in and presented to the Sacramento County Board of Supervisors as part of the CDRT reports.

Child Safety Forward is a National Initiative to Reduce Child Abuse and Neglect Fatalities and Injuries Through a Collaborative Community-Based Approach. Sacramento County is one of five national demonstration sites and joins St. Francis Hospital in Hartford, Connecticut; Cook County Health, Illinois; Indiana State Department of Health; and Michigan Department of Health and Human Services. Technical assistance is provided by Within Our Reach, an office at the Alliance for Strong Families supported by Casey Family Programs, and a team of national experts to assist Initiative demonstration sites in planning and implementing an all-systems approach and strategic planning to reduce child maltreatment fatalities. Sacramento County's goal is to develop a model for a coordinated response to effectively identify and address recurring child maltreatment injuries and fatalities using collaborative partnerships.

POSITION SUMMARY

Under the direction of the Evaluation Senior Project Manager, the Evaluation Project Specialist is responsible for supporting program evaluation efforts of the Child Abuse Prevention (CAP) Center. This includes, but is not limited to the Sacramento County Child Death Review Team (CDRT), Fetal Infant Mortality Review (FIMR), Department of Justice (DOJ) Office of Victims of Crime (OVC) Child Safety Forward Initiative, and the Sacramento County Prevention Cabinet. This position also supports the related work of external evaluators. The Evaluation Project Specialist is responsible for accurately analyzing data, producing annual reports, assisting with coordinating the responsibilities of CDRT, FIMR, and their subcommittees, and assisting with the

communication and coordination of the Child Safety Forward Initiative and Sacramento County Prevention Cabinet.

Essential Duties and Responsibilities

1. (30% time) Analyze Data and Maintain Databases

- Maintain an Access database of cases reviewed by the CDRT and its subcommittees and ensure integrity of data in the database.
- Create data queries, run reports, and review CDRT and FIMR data for accuracy.
- Create written and graphical reports of CDRT and FIMR data.
- Analyze, summarize, and accurately present data on child deaths.
- Use database software to input, organize, track, and retrieve data.
- Use spreadsheet software to compile, organize, and present tables, graphs and charts.
- Interpret data obtained through various data gathering techniques, including surveys, tables, charts, graphs, and maps.
- Perform both independent and guided research and analysis to identify trends, patterns, and issues pertaining to child well-being, and report these findings.
- Investigate and gather data from various entities, including governmental and non-profit, pertaining to complex and highly sensitive subjects.
- Conduct other data analysis for the CAP Center as directed.

2. (25% time) Provide Administrative and Technical Support for the CDRT and its subcommittees.

- Support the Evaluation Communications Coordinator, as needed, to coordinate the scheduling and attendance of CDRT subcommittees, including Prevention Advisory Committee, Youth Death Review Subcommittee (YDRS), Fetal Infant Mortality Review, and other ad hoc committees formed.
- Collect all death certificates in a timely manner from Vital Records and distribute accordingly to CDRT, YDRS, and FIMR members.
- Reconcile death certificates with CDRT case list.
- Identify and collect missing death certificates.
- Build and maintain relationships with CDRT coordinators from other counties to facilitate information sharing for cases under review.
- Support the Evaluation Communications Coordinator in providing administrative and technical support to CDRT committees, including but not limited to, preparing agendas, meeting packets, room schedules, staffing meetings, taking minutes and case notes, and coordinating refreshments.
- Establish relationships and maintain frequent communication with CDRT representatives to encourage attendance and provide reminders of any outstanding information required by the team.
- Provide educational or informational items pertinent to the CDRT.
- Support the Evaluation Communications Coordinator in conducting orientations for all new CDRT, FIMR and YDRS members in conjunction with other experienced representatives.
- Prepare cross-jurisdictional case reviews for child death that occurs out of Sacramento County and forward case reviews, in a timely manner, to appropriate County CDRT.
- Assist the Evaluation Senior Project Manager in coordinating and conducting data analysis for CDRT committees to develop findings and recommendations.
- Prepare for and provide brief case reviews for follow-up cases during CDRT meetings and present additional information regarding child deaths as needed.
- Collect and maintain CDRT and FIMR agency specific data collection forms.

- In conjunction with the Evaluation Senior Project Manager, plan for and facilitate work on the Sacramento County Child Protective Systems Oversight Committee (CPS Oversight Committee) Report.
 - Provide editing and Technical Assistance to CPS Oversight Committee.
 - Attend CPS Oversight Committee Meetings.
- 3. (10% time) OVC Child Safety Forward Initiative and the DOJ Prevention Cabinet**
- Participate as needed on Child Safety Forward Initiative calls, webinars, and trainings.
 - Coordinate with the Evaluation Senior Project Manager and collect all data in a timely manner and distribute accordingly to DOJ Prevention Cabinet members.
 - Assist the Evaluation Senior Project Manager with independent and guided research and analysis to identify trends, patterns, and issues pertaining to child well-being, and report these findings to the DOJ Prevention Cabinet as part of the Child Safety Forward Initiative.
 - Assist the Evaluation Senior Project Manager with investigating and gathering data from various entities, including governmental and non-profit, pertaining to complex and highly sensitive subjects for the DOJ Prevention Cabinet and the Child Safety Forward Initiative.
 - Assist the Evaluation Senior Project Manager with the inclusion of community, parent, and victim voice in the Child Safety Forward Initiative.
 - Assist the Evaluation Senior Project Manager with the gathering and analyzing input from the identified communities, present the data to the DOJ Prevention Cabinet and integrate into the Child Safety Forward Initiative.
- 4. (10% time) Multi-County Programs and County Coalitions**
- In conjunction with the Evaluation Communications Coordinator, support the Innovative Partnerships Program, and Kids Plates California Grant.
 - Participate in Sacramento County Coalitions, including but not limited to, the Sacramento County Methamphetamine Coalition, the Sacramento County Opioid Coalition, and Safe Kids of Greater Sacramento.
 - Provide technical assistance and support to the thirteen identified Counties participating in the Sierra Sacramento Region Innovative Partnerships Programs and Kids Plates California Grant, in the development, tracking, and reporting of grant performance measures and evaluation reports.
 - Prepare reports to funders.
 - Make presentations on program outcomes, data trends, and best practice program models as needed.
 - Conduct in person and webinar training regarding database systems to partners and staff, as needed.
- 5. (10% time) Child Death Review Team and Fetal Infant Mortality Review (FIMR) Reports**
- In conjunction with the Evaluation Senior Project Manager, the Collaboration & AmeriCorps Compliance Program Manager and the Chief Program Officer, coordinate, in a timely manner, the production, and distribution of an annual CDRT/FIMR Report and multi-year reports as needed.
 - Create aggregate data reports for review by the Prevention Advisory Committee (PAC), a group made up of CDRT/FIMR representatives and other stakeholders.
 - Assist the Evaluation Senior Project Manager, in developing a draft of the report with findings and recommendations at the direction of the CDRT/FIMR and its subcommittees.

- Assist the Evaluation Senior Project Manager in writing, reviewing, editing, and finalizing the annual CDRT/FIMR report, verifying that data described in the report is accurate.
- Assist the Evaluation Senior Project Manager, in working with the external evaluator on the template and formatting of the CDRT/FIMR.
- Prepare for Senior Evaluation Project Manager review, quarterly and annual reports to funders.
- Perform research and provide data to support the CPS Oversight Committee Report work.
- Assist the Evaluation Senior Project Manager with the production of the CPS Oversight Committee Report document and PowerPoint Presentation.

6. (5% time) State Fatal Child Abuse and Neglect Surveillance (FCANS) Program

- Collect information from pertinent cases on a quarterly basis for participation in the FCANS program.
- Complete FCANS program data collection forms and invoices as needed.
- Enter FCANS data into the National Maternal Child Health Center for Child Death Review online database.

7. (5%) Internal and External Collaboration

- Participate in the CAP Center's program and collaborative team activities, work groups, and other areas of shared work.
- Work collaboratively and maintain positive working relationships with the Sacramento County Child Death Review Team and Fetal Infant Mortality Review, California Department of Public Health, Safe Kids of Greater Sacramento, Office of Child Abuse Prevention, Innovative Partnerships, external evaluators, and other funders to ensure successful achievement of grant deliverables and the program model.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, CAP Center trainers, Strategies 2.0, OES, CFRA, and all other CAP Center staff, providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention agencies, technical assistance providers, and child injury, near-fatality, and fatality review programs and agencies nationwide, statewide and locally.
- As requested, participate in meetings, convening's, and networking events to promote positive relationships with social service agencies and community-based organizations.

8. (5% time) Other Duties

- Acquire and enhance knowledge of child fatality review, child abuse and neglect prevention including, but not limited to, statistics and trends through reading, trainings, research, conferences, and participation on committees, as appropriate.
- Attend and participate in external and internal CAP Center meetings and committees as needed.
- Provide support to agency-wide and CAP Center wide projects, as needed, including but not limited to, grant proposals, reports, and special events.
- Perform other duties and projects as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from a four-year college or university required. Master's Degree preferred.

- Three years of experience working with Access database and performing statistical data analysis preferred.
- Strong knowledge of data presentation methods.
- Experience developing and maintaining relationships with professionals from a wide-range of disciplines required, including but not limited to, physicians, law enforcement, child welfare and other county staff.
- Experience in non-profit, social or health services

Knowledge, Skills and Abilities

- Advanced knowledge of program evaluation and statistics
- Intermediate knowledge of Access database.
- Demonstrated ability to analyze data and develop queries and reports.
- Demonstrated ability to synthesize information and write preliminary reports.
- Ability to present numerical data in a clear and logical format, to both technical and non-technical audiences.
- Demonstrated ability to use and develop databases.
- Ability to extract specific, relevant data from a larger body of material.
- Ability to read and interpret tables, charts and graphs.
- Demonstrated ability to work with various professional levels, including agency directors, and elected officials.

General Knowledge

- Knowledge of child abuse prevention field, social services and/or child welfare services required.
- Experience working with family strengthening, parenting education and support serving agencies preferred.
- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Basic mathematics including addition, subtraction, division and multiplication.
- Intermediate knowledge of and proficiency in MS Word, MS Excel, Outlook, and PowerPoint and database management.
- Knowledge of Visio and Publisher preferred.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Excellent critical thinking and problem-solving skills.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to manage multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to develop and maintain record keeping systems and procedures
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to work effectively in a strength-based manner in a team, including asking for, receiving, and offering, support when needed.
- Ability to work, and be culturally responsive, with individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Recognizes the need for self-care in effectively managing work duties.
- Able to communicate in a professional and courteous manner at all times.
- Ability to work with and support highly emotionally people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings.

Analytical Skills

- Excellent problem identification and resolution skills.
- Ability to deal with complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.

Physical/ Psychiatric Requirements

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 20 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

Please send cover letter, resume and salary requirements by EMAIL to:

The Child Abuse Prevention Center Attn: Human Resources
4700 Roseville Road
North Highlands, CA 95660
E-mail: kdobson@thecapcenter.org

Equal Opportunity Employer

The Child Abuse Prevention Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approvals

Collaboration and
AmeriCorps Compliance
Senior Program Manager:

Date _____

Human Resources:

Date _____

Chief Program Officer:

Date _____

President and CEO:

Date _____