



## Job Description

**Position Title:** Mandated Child Abuse Reporter Training & Sexual Abuse/  
Commercial Sexual Exploitation of Children Training Specialist

**Agency:** Child Abuse Prevention Council of Sacramento

**Date:** 1/26/2021

**Reports to:** Training Program Manager

**Classification:** Non-exempt

**Supervisory Responsibilities:** None

---

The Child Abuse Prevention Council of Sacramento, an agency of the Child Abuse Prevention Center (CAP Center), is funded by Sacramento County Child Protective Services (CPS) and the Children's Coalition to conduct outreach, publicize the need for, and educate/train mandated child abuse reporters in the definition, detection, and legal reporting responsibilities in child abuse and neglect cases. The Child Abuse Prevention Council of Sacramento works in partnership with Sacramento County CPS to ensure the agreed to content and curricula of Mandated Child Abuse Reporter Training (MCART) and Sexual Abuse/Commercial Sexual Exploitation of Children (CSEC) Trainings, conducted by the Child Abuse Prevention Council of Sacramento trainers, meets the mandated reporter training requirements of the California Penal Code, as well as the Sacramento County needs of mandated reporters from schools, healthcare/medical providers, foster family agencies, and the general public. The objective of the CAP Center and Sacramento County CPS is that properly and effectively trained mandated child abuse and neglect reporters will result in thorough and complete reports to the Sacramento County CPS Hotline.

### Position Summary

The Mandated Child Abuse Reporter Training (MCART) and Sexual Abuse/Commercial Sexual Exploitation of Children (CSEC) Training Specialist is responsible for serving as the primary trainer and content expert for MCART as well as serving as the primary trainer and content expert for CSEC Training. The MCART and CSEC Training Specialist will be the point of contact and coordinator for all MCART and CSEC trainings in Sacramento County. The MCART and CSEC Training Specialist will also provide outreach to targeted community partners to ensure that the Sacramento County community is aware of the training program. The MCART and CSEC Training Specialist is a member of the CAP Center Training Team and as such works in conjunction and collaboratively with other CAP Center Training Team members to ensure contracted milestones are achieved and high quality trainings are delivered.

### Essential Duties and Responsibilities

- (60%) Mandated Child Abuse Reporter Training (MCART) and Commercial Sexual Exploitation of Children (CSEC) Training**
  - Conduct MCART and CSEC training workshops to community members, partners, schools, healthcare/medical providers, foster family agencies, child care providers, and other mandated child abuse reporters as identified in the California Penal Code.
  - Ensure the content of MCART trainings include, but not be limited to: 1) the magnitude of child abuse and neglect in Sacramento County; 2) the four categories of child abuse

and neglect; 3) legal requirements for reporting; 4) how to make a report; and 5) what happens when a report is made.

- Ensure CSEC curriculum and trainings are targeted to school personnel, youth serving organizations, churches, foster family agencies, parent/community groups, child care providers, and staff from Sacramento County agencies such as Department of Human Assistance and Behavioral Health Services.
- Conduct MCART and CSEC trainings in-person or in a virtual format as needed and/or required.
- Administer a pre-test, post-test and evaluation to all MCART and CSEC workshop participants to determine increased knowledge and training satisfaction.
- Keep informed of current child abuse reporting laws and requirements.
- In conjunction with the Training Program Manager and Sacramento County Child Protective Services, revise and update MCART and CSEC curriculum to ensure content aligns with current California Penal Code amendments.
- Comply with the contract requirement that all changes to MCART and CSEC curriculum are made in partnership with Sacramento County CPS.
- Maintain appropriate data tracking for trainings conducted to report to funders and partners.
- Utilize CAPC's MCART and CSEC database for the purpose of tracking and reporting training, outreach, and presentations.
- Assist in report writing to grant funders.

## **2. 20% Mandated Child Abuse Reporter Training (MCART) and Commercial Sexual Exploitation of Children (CSEC) Training Outreach, Coordination, and Reporting**

- Conduct outreach activities and engage community partners and mandated reporters to participate in MCART and CSEC trainings provided by CAPC
- Develop outreach materials and conduct outreach to raise awareness about the availability of the CSEC Training workshops, including but not limited to, school personnel, youth serving organizations, churches, foster family agencies, and parent/community groups.
- Maintain and update a contact list, including contact information, for all public/private agencies, schools, and community service groups who receive/have received MCART and CSEC trainings. Conduct outreach annually to these entities.
- Attend community partner and collaborative meetings to promote MCART and CSEC trainings.
- List and keep updated MCART and CSEC information and training offerings on the CAP Center website and report to funder the number of registered hits/visits to the website.
- Hold primary scheduling and coordinating duties for all MCART and CSEC trainings.
- Receive MCART and CSEC training request forms by email, fax or phone
- Respond to MCART and CSEC training requests in a timely manner to schedule requested training.
- Provide confirmation and materials by email to training host site in a timely manner.
- Coordinate with the Training Team to assist in conducting requested trainings when the schedule does not allow it to be added to the MCART and CSEC Training Specialist calendar.
- Complete training request forms including scheduled trainer, date confirmation was sent, and date added to CAP Center MCART/CSEC training and trainer calendar.
- Travel throughout Sacramento County to deliver MCART and CSEC trainings to locations where trainings have been requested.

- Utilize CAPC's MCART database for the purpose of tracking outreach and presentations.
- Maintain the appropriate data tracking documentation for outreach conducted and report to funders and partners.
- Coordinate the completion of quarterly reports for all MCART and CSEC contracted milestones. Submit reports for internal review and ensure submission to funders.

### **3. (10%) Coordinate with Training Team**

- Work cooperatively with the CAP Center Training Team to ensure contracted training milestones across all funders are achieved and conducted to the highest quality.
- Coordinate with the CAP Center Training Team on all aspects of training responsibilities, including but not limited to, developing the CAP Center's training calendar, updating/revising curricula as needed, ensuring the accurate collection and entry of MCART and CSEC training data, coordinating use of the CAP Center's LMS, and taking the lead in organizing MCART and CSEC reports to funders.
- Receive and participate in regular supervision with the CAP Center Training Program Manager.
- Work cooperatively with the Training Team on training preparations including room set up, preparing materials, etc.
- Work cooperatively and coordinate with the Training Team and County partners to assess needs, conduct and assess trainings, and provide information and materials.

### **4. (5%) Internal/External Collaboration**

- Attend coalitions, conferences, and networking events to build relationships with subject-matter experts, family support/strengthening agencies, and community-based organizations who may strengthen local and state-wide social service networks.
- Work collaboratively and maintain positive working relationships with Sacramento County Child Protective Services, Children's Coalition, funders, collaborative partners, and others to ensure successful achievement of grant deliverables.
- 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 other CAP Center teams, including but not limited to: Strategies TA, Cal OES Coalition for Victims of Child Abuse program, AmeriCorps programs, Birth&Beyond, Child Death Review and Fetal Infant Mortality Review, Fiscal, and all other CAP Center staff, providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies 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.

### **5. (5%) Other Duties**

- Acquire and enhance knowledge of existing, new, and emerging trends through reading, trainings, research, conferences, and participation on committees, as appropriate.
- Assist with special CAP Center projects including, but not limited to, grant proposals, program reports, press releases, assembly of documents, meetings, special events, and other in-person or virtual events.
- Attend conferences and conduct outreach to promote the CAP Center programs.

- Attend and participate in external and internal CAP Center meetings, committees, and events as needed.
- Perform other duties as assigned.

## **Minimum Qualifications**

### **Education and Experience**

- Bachelor's Degree in Social Work, Family Studies, Public Health, Psychology, or related field from a four-year college or university required.
- Three years of relevant experience in curriculum development and conducting trainings in both virtual and in-person formats required.
- Experience with and/or knowledge in the areas of child abuse prevention, child development, parenting education, family strengthening, the child welfare system, foster youth, and support serving agencies, as well as Trauma Informed Care and Protective Factors concepts required.
- Two years of experience as a mandated reporter detecting and reporting child abuse and neglect and completing and submitting mandated child abuse reports per the California Welfare & Institutions Code preferred.
- Two years of experience, including but not limited to, working as part of a team and scheduling multiple calendar requests within an efficient system.
- Experience in non-profit, social services, or health programs preferred.
- Knowledge of community resources and experience developing and maintaining partnerships with public/private community and collaborative partners.
- Demonstrated ability to work with professional at various levels.
- Excellent interpersonal, verbal, and written communication skills.

### **General Knowledge**

- 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.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Excellent critical thinking and problem-solving skills.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally.
- Ability to maintain a professional and confidential work environment.
- Must be proficient in MS Word, MS Excel, Outlook, PowerPoint, web navigation, online tools, and database management.

### **Organizational Ability**

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to organize, manage, and complete 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**

- 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.
- Recognize 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 and trainings.

### **Analytical Skills**

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through 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.
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Website (NSOPW) as well as Truescreen and Fieldprint.

### **Please send cover letter, resume and salary requirements to:**

The Child Abuse Prevention Center  
Attn: Human Resources  
4700 Roseville Road North Highlands, CA 95660  
Fax: 916-244-1935  
E-mail: [jharris@thecapcenter.org](mailto:jharris@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.*