



Missouri Network  
Against Child Abuse

## SAFE-CARE Program Specialist

### Job Description

Missouri Network Against Child Abuse (MO-NACA) is a nonprofit organization with a mission of empowering adults with solutions to support the safety of children. As the accredited state chapter of the fifteen regional child advocacy centers (CACs), the coordinator for the Missouri SAFE-CARE Network—the state’s medical response to child abuse—and the seat of Prevent Child Abuse Missouri, we are the expert in training, community education and advocacy for professionals, community members and partners, providing children with access to safety, justice and healing. MO-NACA is currently seeking applicants for a SAFE-CARE Program Specialist.

**Salary and benefits:** \$50,000-55,000 with major medical, dental and vision insurance, paid leave and 401(k) with match

**Location:** Position may be based in MO-NACA’s Jefferson City office or remotely in Missouri.

### Position Overview

SAFE-CARE (Sexual Assault Forensic Examination-Child Abuse Resource and Education) is a state-funded program that develops and maintains a coordinated medical response to child abuse and neglect in Missouri. The role of the SAFE-CARE Program Specialist is to provide oversight, development, and direction for programs that provide training to medical providers on the forensic evaluation and comprehensive medical care of children who may have suffered physical or sexual abuse; provide mentorship, support, and ongoing education for a network of providers that take an active role in providing these services to children in their communities; and empower multidisciplinary team members to better recognize and respond to child abuse and neglect.

The Program Specialist also manages the program contract and works collaboratively with partners and stakeholders including the Missouri Department of Health and Senior Services and the SAFE-CARE Medical Resource Centers (Children’s Mercy, St. Louis Children’s Hospital and Cardinal Glennon Children’s Hospital) to promote best practices in the field and improve Missouri’s statewide medical response to child abuse and neglect. Independent judgment and discretion are necessary to accomplish the duties set forth, below.

The SAFE-CARE Program Specialist position is supported by state and federal grants and contracts, thus requiring compliance with state and federal requirements. This position requires occasional in-state and out-of-state travel and employees are reimbursed for travel expenses at a reasonable rate. Evening and weekend hours are occasionally necessary. The SAFE-CARE Program Specialist reports to the Director of Membership & Programs. This is a full-time salaried position. MO-NACA is an Equal Opportunity Employer, and recruits, employs, trains, compensates, and promotes people regardless of race, religion,

color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. This position can be based in our Jefferson City office or remotely in Missouri.

## **Duties and Responsibilities:**

### **Program Development and Management**

- Develop, coordinate and market educational programming for SAFE-CARE providers and multidisciplinary team members, including new provider and annual update trainings
- Lead biannual resource center directors' meetings to set annual goals, plan program activities, and assess progress toward goals
- Cultivate and maintain partnerships with stakeholders such as the MO Children's Division, MO Department of Public Safety and child advocacy centers
- Facilitate mentorship between Medical Resource Centers and Network providers and provide technical assistance to SAFE-CARE network
- Disseminate program information to medical and child-serving organizations to promote awareness of child abuse and neglect and recruit new SAFE-CARE providers
- Develop and execute new projects to meet program needs
- Research, develop and promote best practice guidelines for child abuse intervention professionals
- Develop and manage evaluation methods for program activities to determine successes and needs
- Coordinate activities of the three medical resource centers to meet program goals
- Participate in statewide meetings on behalf of SAFE-CARE
- Lead presentations, as needed, at state, regional, and national conferences

### **Contract Management**

- Serve as primary administrator of SAFE-CARE grant including managing work plans, submitting grant and activity reports, and compiling information for annual reports
- Develop contract proposals and budgets and conduct contract monitoring to ensure fulfillment of contractual requirements
- Maintain subcontracts with the program's three medical resource centers
- Produce reports on programmatic outcomes and deliverables

### **Supervisory and Other Miscellaneous**

- Perform administrative functions of Missouri Network Against Child Abuse, as needed
- Develop relationships for, and collaborate with partners of, Missouri Network Against Child Abuse
- Participate with staff in the preparation of other meetings, training, public awareness and fundraising events
- Assume other responsibilities to meet the goals and objectives of Missouri Network Against Child Abuse, as needed and assigned

## **Qualifications**

- Bachelor's Degree in the field of Nursing, Social Work, Public Health, Psychology, Sociology, Criminal Justice Administration, Human Services, or other related fields
- 3 or more years of experience working in program development, data management,

research methods, training coordination and delivery, multidisciplinary professions, or other related field

- Experience working with databases, video conferencing/webinar software, and/or online marketing platforms
- Knowledge of the medical, child protection, or child advocacy fields
- Comfortable making cold calls and communicating with all types of professionals
- Commitment to strong team environment and direct communication with co-workers
- Ability to travel statewide, as needed, using personal vehicle
- Knowledge of program development and evaluation

### Preferred Qualifications

- Knowledge of primary medicine and/or pediatrics; medical evaluations for child abuse and/or sexual assault
- Experience with training coordination and delivery to medical professionals

### Required Professional Skills:

- Excellent interpersonal skills to build trusting relationships with diverse stakeholders, written and verbal communication skills, organizational skills and public speaking/presentation skills.
- Understanding of trauma-informed practices.
- Must demonstrate flexibility, good judgment and be able to work independently.
- Strong computer skills (including Microsoft Office-Word, Excel and Teams, Mass email platform like Constant Contact and basic understanding of design platform Canva).
- Must be able to track evaluation data over course of a grant cycle and effectively report outcomes/outputs to funder.
- Ability to use video conferencing/webinar software.
- Ability to travel statewide, as needed, using personal vehicle; Must hold a current driver's license.
- Must pass national criminal, national sex offender, and Family Care Safety Registry background checks .

### Application instructions:

All applicants should complete [online application](#) and upload resume and optional cover letter. Preference will be given to applications received before **May 12<sup>th</sup>** but applications will be reviewed, and interviews granted, on a rolling basis so we encourage interested applicants to apply as soon as possible.

Applicants may contact Meg Boyko, Director of Membership and Programs, at [megboyko@mo-naca.org](mailto:megboyko@mo-naca.org) with further questions about this opportunity.

MO-NACA is an equal opportunity employer. MO-NACA does not discriminate in employment with regard to ability, age, ancestry, color, cultural background, faith/religion, gender, gender identity or expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status or any other characteristic protected by law.

MO-NACA recognizes that the strength of our team lies in the diverse perspectives, backgrounds, and experiences of our members and we prioritize and celebrate diversity in many forms in the workplace. We are dedicated to creating an environment where every individual is valued, respected, heard, feels

psychologically safe and empowered to reach their full potential. We are committed to actively seeking out opportunities to promote fairness, equity, and justice in our policies, practices, and decision-making processes. We strive to build a workplace that not only celebrates our differences but also thrives on them, fostering innovation, empathy, and a sense of belonging for all.