



## Warren County Children's Advocacy Center



### **JOB TITLE:**

Administrative & Data Support Specialist (Part-Time, Grant-Funded)

### **REPORTS TO:**

Executive Director

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### **POSITION PURPOSE**

The Administrative & Data Support Specialist supports the daily operations of the Warren County Children's Advocacy Center (WCCAC) by ensuring efficient administrative processes, accurate data management, and a welcoming environment for children, families, and multidisciplinary team (MDT) partners.

This position strengthens organizational infrastructure by managing operational support during scheduled services, assisting with tele-mental health appointment access, maintaining accurate case and program data, and supporting bookkeeping and grant reporting functions. This role contributes directly to WCCAC's mission of reducing trauma and coordinating the community response to child abuse in Warren and Forest Counties.

This is a grant-funded position designed to enhance operational capacity and service accessibility.

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### **NATURE AND SCOPE**

The Administrative & Data Support Specialist is an entry-level administrative support position responsible for operational assistance, data entry, bookkeeping support, and client-facing responsibilities during scheduled services.

This role works under the direct supervision of the Executive Director and collaborates closely with the Family Advocate/MDT Coordinator to ensure compliance with National Children's Alliance (NCA) standards, grant requirements, and confidentiality protocols.

Responsibilities include supporting tele-mental health sessions by opening and securing the facility, preparing designated confidential spaces, conducting routine technology checks, and ensuring a professional and welcoming environment. Due to the sensitive nature of child abuse cases, this position requires discretion, professionalism, and strict adherence to confidentiality standards.

This is a grant-funded position and is contingent upon continued funding. Employment in this role may be limited to the duration of the grant award.

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## **ESSENTIAL JOB FUNCTIONS**

### **1. Facility and Tele-Mental Health Support:**

- Ensure on-site coverage for all scheduled evening tele-mental health sessions.
- Open and secure the building during assigned service hours.
- Prepare and maintain confidential tele-mental health spaces.
- Conduct weekly technology and space readiness checks to support reliable telehealth access.
- Greet children, caregivers, and MDT partners in a professional and trauma-informed manner.
- Answer and appropriately route incoming calls during assigned hours.

### **2. Data Entry and Reporting:**

- Enter and maintain accurate case and program data in NCA Trak and other approved systems.
- Complete required data entry for forensic interviews and telehealth sessions in a timely manner following service delivery.
- Track forensic interviews, advocacy contacts, prevention education activities, and MDT meetings.
- Assist with grant reporting data collection and compliance documentation.
- Maintain organized electronic and physical records in accordance with confidentiality and retention policies.

### **3. Bookkeeping and Administrative Support:**

- Assist with basic bookkeeping functions, including data entry related to expenses, deposits, and financial tracking.
  - Support preparation of documentation for audits, grant monitoring, and financial reporting.
  - Assist with preparation of reports, correspondence, and Board materials.
  - Maintain office supplies, filing systems, and administrative organization.
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## **OTHER JOB FUNCTIONS**

### **1. Program Support:**

- Assist with preparation of materials for community trainings and prevention initiatives.
- Support administrative tracking of education and outreach activities.
- Assist with community prevention education or outreach activities as assigned.

### **2. Routine Cleaning of the Facility:**

- Assist other staff in doing light cleaning to maintain a safe, child-friendly environment.

### **3. General Duties:**

- Participate in staff meetings and relevant training sessions.
  - Perform other duties as assigned to support the mission and operations of WCCAC.
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## **WORKING CONDITIONS**

- Primarily office-based during scheduled service hours, with a **focus on late afternoon and evening coverage**.
  - Frequent interaction with children, caregivers, and MDT partners.
  - Work involves handling confidential and highly sensitive information.
  - Some scheduling flexibility may be available based on operational needs and mutual agreement.
  - After successful completion of a probationary period, limited remote work may be permitted for data entry and administrative tasks, as approved by the Executive Director.
  - On-site presence is required for facility access and tele-mental health support.
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## **ESSENTIAL SKILLS AND QUALIFICATIONS**

- High school diploma or equivalent required.
- Strong attention to detail and accuracy in data management.
- Experience in QuickBooks and Microsoft Office preferred.
- Comfort using computers, databases, and standard office software.
- Ability to learn new systems and procedures with training.
- Ability to maintain strict confidentiality and professionalism.
- Strong organizational and time management skills.
- Effective verbal and written communication skills.

### **Additional qualifications include:**

- Commitment to WCCAC's mission and values.
  - Ability to interact compassionately with children and families in high-stress situations.
  - Professional demeanor and discretion.
  - Ability to work independently within a small team environment.
  - Willingness to receive training in data systems, bookkeeping support, and trauma-informed practices.
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## **OTHER QUALIFICATIONS**

- Must pass criminal background checks and child abuse clearances.

- Ability to complete required training related to confidentiality, trauma-informed practice, and NCA standards.
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## **PRIMARY WORK LOCATION**

110A East St. Clair St.  
Warren, PA 16365

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## **WAGE INFORMATION**

Hourly position at \$15.00 per hour.

This position is funded through a time-limited grant award and is contingent upon continued funding.

Paid holidays will be provided in accordance with WCCAC personnel policies for part-time employees.

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## **SHIFT TYPE**

Part-time, non-exempt

Approximately 20 hours per week.

Primary hours will generally occur in the late afternoon and evening to support tele-mental health and service delivery needs. Some flexibility in scheduling may be available based on program demands and organizational needs.

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## **BOARD APPROVAL**

This job description has been reviewed and approved by the Warren County Children's Advocacy Center Board of Directors on March 5, 2026.