

Sample DCPO Job Description

Title:	Designated Child Protection Officer (DCPO)
Supervisor:	Executive Director
Duration:	One year commitment minimum
Time Commitment:	On call full-time, available to receive calls and respond to incidents or concerns of child well-being.

Description of assignment: The DCPO is the “go-to” person for all child safety and protection concerns.

Outcomes and goals: To the best of their ability, the DCPO will ensure the highest child safety and protection standards are in place, leading to a safer community for children and youth to grow and thrive.

Responsibilities and tasks:

- Pass a background check.
- Submit a completed application, including two (non-related) references.
- Respond to all calls or other inquiries relating to child safety and protection concerns immediately upon notification.
- Relay all instances of disclosed or suspected child abuse to the appropriate authorities, and the Executive Director immediately.
- Oversee the planning and execution of child safety and protection standards and procedures outlined in the Child Protection Policy.

Desired qualifications:

- A passion for seeing children and youth live life to its fullest.
- A commitment to take every step necessary to ensure the safety and protection of children and youth participants.
- Available and willing to respond to inquiries and concerns relating to child safety and protection 24 hours a day, 7 days a week.
- Approachable, trustworthy, reliable and friendly.

Training and support plan:

The DCPO will receive training/certification in the following **prior** to taking on their role and responsibilities:

- CPR certification
- Recognizing and responding to child abuse
- Emergency preparedness
- Disaster response
- Transporting children safely
- Creative behavior management
- Positive discipline
- Conflict resolution

Benefits:

- Increase your knowledge and skillset of child well-being issues.
- Provide comfort and guidance to adults with child protection and safety concerns.
- Contribute to a safer community for children and youth, so that they can live life to the fullest!