



JOB DESCRIPTION

<u>DEPARTMENT:</u>	Agency-wide
<u>TITLE:</u>	Director of Family and Community Engagement
<u>REPORTS TO:</u>	Chief Program Officer
<u>REPORTING STAFF:</u>	Yes
<u>STATUS:</u>	Exempt

AGENCY OVERVIEW: Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including disabilities screenings, mental health services, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Family and Community Engagement Director (Director) is responsible for employing effective leadership skills to ensure sound fiscal, legal, and programmatic operations for WCC's Prevention and Aftercare (P&A) program, including facilitating a culture of continuous quality improvement through implementation of best practices identified by the Council on Accreditation (COA). Prevention and Aftercare is the connective tissue that links WCC's multidisciplinary prevention and intervention programs, so a priority of this role is to focus on deepening cross-agency program integration by finding creative ways to meet the many needs of families currently served by WCC in other contexts, as well as those in the wider community (specifically LA County Service Planning Area 5). Working closely with the Senior Leadership Team, the Director will lead an expansion process for the Prevention and Aftercare program, developing and implementing innovative and responsive prevention-focused services to increase family protective factors and meet the needs of vulnerable families, including already-identified areas for enhanced service delivery: housing support, garden and family enrichment programming, infant mental health services, and high-quality early education access. The Director will ensure that all COA standards and funder mandates are met and will directly supervise the Community Engagement Program Manager, Family Resource Specialist-Mental Health, and Family Resource Specialist- Housing/Early Education.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working closely with CEO, COO, and Prevention & Aftercare Team, lead expansion of P&A program

- Oversee the operations of Prevention and Aftercare program, ensuring services and administration meet COA standards of excellence as well as funder requirements and agency needs
- Actively manage contract with Department of Children and Family Services, ensuring agency provides optimal client services (quality and quantity) to meet contract requirements and to maximize funding; participate in the development of budgets and review and analyze monthly financial reports to assess budget status and to initiate preventative measures as needed
- Ensure program is meeting Performance and Quality Improvement (PQI) goals; responsible for semi-annual PQI program presentations
- Collaborate across programs to ensure related goals established for private funders are met; participate in development of future objectives
- Lead internal program quality assurance audits, and manage external funder audits, ensuring contract compliance and that deliverables are met
- Lead development of funding applications (grants, requests for proposal/information, as needed), contract reports, and other submissions/reporting documentation as needed
- Cultivate new and innovative partnerships to best serve children and their families
- Oversee subcontracts and MOUs related to P&A program
- Provide regular individual supervision to direct report staff
- Monitor, review and sign off on all relevant documents completed by staff per contract and agency requirements
- In partnership with key leadership team members, develop and maintain program protocols
- Part of the leadership team responsible for agency-wide Council on Accreditation re-accreditation process
- Participate as a member of the Leadership Team, Performance and Quality Improvement Team, and Risk Management Team
- Collaborate with Leadership Team on topics for training calendar/planning
- Proactively participate and represent the agency in meetings, trainings and conferences
- Ensure safety is a priority in performing all job responsibilities
- Evening and weekend work required
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy

QUALIFICATIONS & EDUCATION:

- Minimum of four years of management experience
- Experience overseeing County of Los Angeles contracts preferred
- Experience with at-risk populations, parenting, child abuse, and clients with diverse backgrounds
- Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, or Licensed Psychologist a plus
- Ability to handle multiple projects and deadlines
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff and clients
- Ability to communicate effectively – verbally and in writing
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Bilingual in English and Spanish, a plus but not required
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency

- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza
- Class “C” driver’s license and proof of automobile insurance
- Access to reliable transportation

Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Westside Children’s Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.

FOR CONSIDERATION:

- Send **cover letter** and resume to hr@westsidechildrens.org