



JOB DESCRIPTION

<u>TITLE:</u>	Community Wellness Director
<u>CATEGORY/DEPT:</u>	Agency-Wide
<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 Community Wellness 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 and Infant Mental Health Internship Program, including facilitating a culture of continuous quality improvement through implementation of best practices identified by the Council on Accreditation (COA). Through expansion in each of these programs, the Director is responsible for growth in early childhood maltreatment prevention work. 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 be responsible for overseeing the operations of the Infant Mental Health Internship Program, including its expansion under Prevention and Aftercare into external mental health consultation settings, and other prevention-oriented programming. The Director will ensure that all COA standards and funder mandates are met and will directly supervise the Community Engagement Program Manager and Mental Health Consultant, and Family Resource Specialist- Housing/Early Education. The Director provides responsive guidance and leadership on mandated reporting and crisis prevention/intervention.

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 CPO Prevention & Aftercare Team, and Infant Mental Health Team, lead expansion of WCC's prevention programming aimed at breaking intergenerational cycles of trauma, including build-out of infant/early childhood mental health consultation services, housing supports for families, high-quality early education access, and garden and family enrichment programming.
- Oversee the operations of P&A Program and Infant Mental Health Internship Program, ensuring services and administration meet COA standards of excellence as well as funder requirements and agency needs
- Actively manage P&A 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
- Oversee subcontracts and MOUs related to P&A program
- Develop programming around high-risk pregnant families to address trauma's impact on prenatal attachment and attachment after birth, parenting beliefs, and family wellness skills through evidence-based curriculum and access to mental health services
- Oversee operations of the WCC Infant Mental Health Internship program
- Coordinate program planning and expansion of early childhood mental health consultation services (internal and external) with Infant & Early Childhood Clinical Director.
- Assist Infant & Early Childhood Clinical Director with implementation of specialized 0-5 program/interventions through Infant Mental Health Internship Program
- Liaise with local universities to recruit interns; schedule and organize participation in internship recruitment fairs; attend internship fairs to promote WCC internship and recruit high caliber applicants
- Manage intern application, interview, and offer process in coordination with candidates, schools, program staff and HR; manage contracts for each intern with the schools for the internship
- Coordinate with Chief Program Officer and Human Resources Manager to manage supervisor assignments for interns and ensure supervisor training is in place as well as school requirements
- Oversee referral assignments to interns
- Responsible for ensuring timeliness and accuracy of intern and program paperwork
- Provide group supervision to clinical interns and trainees
- Ensure protocol is followed for trauma screenings and follow-up
- Responsible for collecting intern hours and reporting
- Cultivate new and innovative partnerships to best serve children and their families
- Proactively participate and represent the agency in meetings, trainings and conferences
- Ensure programs are 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
- Communicate compelling stories about successes, challenges, and training experiences related to IMH and P&A work to Senior Leadership and Development Team; complete board reports and funder reports
- Lead development of funding applications (grants, requests for proposal/information, as needed), contract reports, and other submissions/reporting documentation as needed
- Audit clients' charts to ensure quality and compliance with agency program requirements
- Provide clinical and on-duty supervisor coverage
- Develop and refine clinical policies and procedures, clinical documentation and charting systems

- Provide clinical supervision to direct service staff in positions including, but not limited to, In Home Outreach Counselors, Resource Family Approval Social Workers, Family Preservation Assessors, Case Managers, Home Educators, and clinical interns depending on agency needs.
- Provide individual clinical supervision to license-eligible and trainee clinicians and sign off on licensure hours, as needed; maintain all necessary requirements in order to sign off on licensure hours.
- Provide regular individual supervision to direct report staff
- Monitor, review and sign off on all relevant documents completed by staff/interns per contracts and agency requirements
- 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
- 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 required
- 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 required
- Two years post licensure and ability to provide clinical supervision to clinicians working towards LMFT/LCSW licensure and sign off on BBS licensing hours, or ability to supervise Psychology Doctoral level trainees required
- 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