



## JOB DESCRIPTION

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| <b>TITLE:</b>           | Chief Innovations Officer |
| <b>CATEGORY/DEPT:</b>   | Administration            |
| <b>STATUS:</b>          | Full-Time Exempt          |
| <b>REPORTS TO:</b>      | Chief Executive Officer   |
| <b>REPORTING STAFF:</b> | Yes                       |

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**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, family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, mental health services, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

Working closely with the CEO, the Chief Innovations Officer is charged with driving key innovation activities aligned with strategic priorities as outlined in agency strategic plan.

### **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.

- Identify and conceptualize innovations that will advance WCC's goals and align with the organization's strategic initiatives
- Lead the design and implementation of new activities aimed at aligning short-term program goals with long-term, board-identified strategic priorities
- Inspire and motivate staff about agency mission and vision, positioning them to support attainment of organizational goals and aspire to greater responsibilities
- Develop and carry out initiatives that result in ensuring that children and families with high levels of acuity are enrolled in/access WCC's existing programs
- Develop and build additional mission-aligned programs/initiatives that meet the needs of children and families with the deepest need
- Lead the development, launch, and evaluation of a collaborative resource family recruitment and retention project with key community partners.
- Leverage key community partnerships to provide a continuum of services and supports to improve care for children and young people in the foster care system and the families who care for them. Lead evaluation efforts around this project. Responsible for meeting outcome and output objectives
- Identify and position WCC to take advantage of aligned funding opportunities around homelessness, permanency, child welfare initiatives, etc.
- Develop and help secure public and/or private funding for innovative initiatives aimed at increasing child well-being and access to resources for children involved in child welfare system
- Follow local, state, and national trends in promising and best practices for serving at-risk/vulnerable populations of children and families
- Translate environmental analysis into prioritized opportunities; coordinate efforts to develop strategies to address highest priority areas
- Build and nurture extensive external cross-sector relationships (nonprofits, public agencies, foundations, universities, etc.)
- Support efforts to ensure all WCC programs/initiatives include a strong evaluation framework

- Participate in management decisions regarding the development and implementation of agency policy, goals and objectives
- Seek alignment and collaboration across WCC and key partners to bring together ideas to generate outcomes that are transformative, appropriately resourced and scalable
- Work across people, process, and systems to deliver continuous process improvements and operational efficiencies. Measure performance against deadlines, expected results, and best-in-class benchmarks
- Perform other duties as assigned
- 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.

**QUALIFICATIONS & EDUCATION**

- Licensed Clinical Social Worker
- Extensive foster care and adoption knowledge and experience
- Direct experience overseeing direct service programs, ensuring programs meet or exceed requirements and performance standards of Council on Accreditation (COA), Department of Children and Family Services, Department of Mental Health, other grant funders, and agency stakeholders required
- Independent and self-directed but able to work and lead a team
- Superior research and analytical skills
- Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources
- Must be able to collaborate with executives, clinical teams, development, funders, external partners, etc.
- Must have excellent interpersonal skills and the ability to persuasively communicate new initiative
- 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. Therefore, each employee/contractor must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Must be willing to work long hours with frequent evenings and weekends
- 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, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

*Westside Children's Center is an equal opportunity employer, 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](http://www.COAnet.org) to learn more about COA Accreditation.*

**FOR CONSIDERATION:** Send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)