Job Title: Healthy Families Initiative Director

Qualifications: A minimum of seven years professional experience in the non-profit sector and a Bachelor degree from an accredited college or university. Experience in child welfare, youth services or family support required. Experience with supervision, working with a coalition or collaborative, and overseeing compliance with set standards required.

Principle Responsibilities: The Healthy Families Initiative Director’s primary responsibility is to coordinate all project activities across Spartanburg County for the Healthy Families initiative. The Healthy Families Initiative will utilize the evidence-based Triple P (Positive Parenting Program) to reach 4,000 families by the end of the five-year period.

Reports To: Chief Executive Officer

Scope: This salaried, exempt position has responsibilities which include but are not limited to: having overall responsibility for achievement of outcomes set for the initiative, working with the Mary Black Foundation to ensure the necessary technical assistance is provided for implementing agencies, building trust, engagement and buy-in community wide to ensure wide spread implementation of Triple P; ensure full and effective implementation of Triple P, Level 1; build overall community support for this initiative and further establish HCFC as key resource in leader for families.

Responsibilities:

Information Sharing
- Ensure response to inquiries from parents, potential referral sources, media, etc. within 72 hours of inquiry.
- Engage potential or partner organizations regarding Triple P.
- Provide quarterly updates to MBF and Children’s Trust of SC on progress.

Service Delivery and Support Systems
- Develop and implement a system to manage the screening of referrals to determine best placement, manage any wait list for services, and coordinate for training and implementation needs based upon wait list, provider capacity, anticipated staff turnover and community need.
- Coordinate with Triple P America to maintain inventory of parent program resources (e.g. group workbooks, seminar tip sheets) to be distributed to Implementing Agencies; this will require regular communication and planning with all Implementing Agencies.
- Develop an access plan for documentation requirements among Implementing Agencies. Support practitioner access to required documentation (pre/post questionnaires, satisfaction survey, others as identified).
• Coordinate practitioner peer support sessions in conjunction with the Children’s Trust of SC, providing feedback on concerns and needs identified by Implementing Agencies. (Establish schedule for regular peer support sessions)

Communication
• Coordinate and support family recruitment efforts with Implementing Agencies.
• Collect regular parent and practitioner testimonies and share these to build community buy in through social media and to encourage and celebrate Implementing Agencies.
• Implement all Level 1 “Stay Positive” campaign activities (normalizing access of parenting support and education/providing tips and information about how to access Triple P services).
• Create and implement systems for relevant and regular information feedback to Implementing Agencies (monthly updates on numbers served, accreditation status of practitioners, and a summary of outcomes achieved).

Evaluation
• Create an MOA with Implementing Agencies to outline evaluation expectations and the timeline for submission of different data.
• Provide information to Implementing Agencies on the importance of evaluation submission and basic troubleshooting for evaluation tools usage (i.e. technology support).
• Share relevant outcome and output data with Implementing Agencies during meetings to celebrate successes, ensure continuous improvement, and to drive further buy-in on the importance of submitting required data.
• Participate in any evaluation requirements of MBF and/or Children’s Trust of SC.
• Submit a year end progress report to MBF no later than January 15, 2018.
• Work with HCFC as directed on the Performance and Quality Improvement Plan, particularly as it pertains to Triple P and this initiative.

Positions Supervised: Communication Specialist

Knowledge, Skill and Experience Required: The Healthy Families Initiative Director must be well organized and able to work with a variety of people; must have an ability to write, implement and interpret administrative policies that reduce risk for the organization; strong people skills which include clear written and verbal communication and motivator skills are essential; strong attention to detail and good computer skills are essential; must be committed to understanding and conducting their work consistent with the organization’s mission, values and core principles; must be able to forge mutually respectful relationships while also ensuring compliance with policies; must have the ability to proactively encourage community buy in related to the initiative goals.

EMPLOYEE SIGNATURE: ______________________          DATE: ______________