



Job Description

Position: Collaboration Senior Specialist

Agency: Child Abuse Prevention Council of Sacramento

Date: 6/11/2020

Reports to: Collaboration Senior Project Manager

Supervisory Responsibilities: None

Classification: Full-Time Non-Exempt

Program Description

The Birth & Beyond program consists of family resource centers located in nine neighborhoods throughout Sacramento County. Birth & Beyond offers a range of services from home visitation, parenting education workshops, crisis intervention, family support activities, and other opportunities that respond to the needs of local residents and families.

The Birth & Beyond Family Resource Center (B&B FRC) program is administered by seven nonprofit partner agencies each with a distinct role and set of responsibilities. B&B is managed by a comprehensive committee structure, standard program wide policies and procedures, training, and data collection and analysis to ensure fidelity across all sites and continuous quality improvement. The Folsom Cordova Community Partnership, La Familia Counseling Center, Mutual Assistance Network, River Oak Center for Children, Sacramento Children's Home, and WellSpace Health operate the nine FRCs. The Child Abuse Prevention Council of Sacramento (CAPC) serves as the backbone agency providing technical assistance, policy and procedure standardizations, training, accreditation implementation, subcommittee coordination, and evaluation. All partners work closely together to align and integrate their efforts to ensure that families are able to receive the supports they need to thrive.

The Family Support Initiative (FSI) is a home visiting program within the B&B FRCs. FSI is funded by First 5 Sacramento, who receives California Department of Social Services CalWORKs Home Visiting Program allocated funds, through Sacramento County Department of Human Assistance. FSI utilizes the approved Healthy Families America (HFA) and Parents as Teachers (PAT) evidence-based home visitation models and program. CAPC is responsible for providing training and technical assistance to B&B FRC staff on both FSI models, conducting program outreach and engagement through Family Engagement Liaisons (FEL) to initiate services with families, and ensuring model fidelity, HFA accreditation, and PAT accreditation.

Position Summary

The Collaboration Senior Specialist, works closely with the Collaboration Senior Project Manager, providing support to projects within B&B FRCs through CAPC such as Medi-Cal Administrative Activities (MAA), Community Connections Grants (CCG), the FSI program, and assists with the accreditation preparation of the HFA home visiting model. The Collaboration Senior Specialist also supports the Collaboration Senior Project Manager in the coordination of collaborative meetings, data, and reporting requirements. The B&B Collaborative is responsible for coordinating the work of the nine FRCs delivering B&B services throughout Sacramento County. The Collaboration Senior Specialist will also work closely with the Family Engagement Liaisons (FEL) and Collaboration Senior Project Manager to ensure programmatic quality and continuous improvement.

Essential Duties and Responsibilities

Family Support Initiative (FSI) (35%)

- Assist with the HFA Self-Study in preparation for accreditation with oversight from the B&B Collaboration Senior Project Manager.
- Develop and maintain the B&B Advisory Board and coordinate quarterly meetings in conjunction with the B&B FRC Collaborative Program Managers and Team Leaders.
- Support B&B FRCs with HFA Stop-Gap training as needed.
- Assist with coordinating the HFA Peer Review with the HFA Implementation Specialist and Peer Reviewers in conjunction with the B&B FRC Collaboration Senior Project Manager.
- Co-facilitate HFA Workgroup meetings with the B&B FRC Collaborative Program Managers and B&B FRC Team Leaders.
- Provide FSI technical assistance to the B&B FRCs as needed in conjunction with the B&B Collaboration Senior Project Manager.
- Collaborate with the Data Management Specialist and B&B Data Project Manager to ensure all forms and data collection needs for FSI are met.
- Facilitate HFA-related trainings as needed to support the HFA Senior Trainer.
- Maintain and update FSI referral logs regularly as eligible families are referred through agencies in conjunction with Family Engagement Liaisons.
- Identify barriers to referrals at DHA locations, and assist in the process to develop plans and solutions to address them in conjunction with the B&B Collaboration Senior Project Manager and Family Engagement Liaisons.
- Track and monitor progress of outreach, referral, and enrollment milestones within the FSI team.
- Determine eligibility, and as needed, administer HFA Parent Surveys to program participants and provide resources and referrals.
- Provide culturally responsive engagement to connect eligible families to home visiting services.
- Determine appropriate B&B FRC to refer eligible families based on zip code and site caseload capacity when needed.
- Review completed FSI referral packets, completed by FELs, before sending to B&B FRCs.
- Educate DHA/CalWORKs recipients on Safe Sleep Baby education or refer the pregnant/new mother to a CAPC Safe Sleep Baby Health Educator.
- Assist with outreach presentations to increase awareness about B&B and discuss any programmatic changes that may impact referrals.
- Assist Collaboration Senior Project Manager with reports due to funders.
- Conduct quality assurance measures of data and reports for the FSI program
- Complete required California Department of Social Services and Department of Human Assistance reports using CalWIN database.

Supervision (15%)

- Provide weekly direct, reflective supervision to the FELs.
- Support staff in their professional development goals.
- Set and oversee schedules of FELs
- Train, coach, and support FELs on their job responsibilities.
- Provide HFA Parent Survey supervision and review for quality assurance purposes.

- Meet at least weekly with Collaboration Senior Project Manager for regular supervision.

Birth & Beyond Family Resource Center Program (15%)

- Assist with updating B&B policies, procedures, and forms in conjunction with Collaboration Senior Project Manager.
- Assist the Collaboration Senior Project Manager with special projects related to B&B.
- Maintain positive working relationships with B&B Collaborative partners and staff.
- Prepare B&B Collaborative meeting materials and assist with minutes and note taking
- Serve as the primary CAPC contact for the Engagement Specialists meeting; responsible for representing CAPC and reporting meeting content to Collaboration Senior Project Manager.
- Act as meeting facilitator or representative for other B&B Collaborative meetings as needed.

Community Connections Grants (CCG) (15%)

- Plan and co-facilitate all CCG meetings and orientations as needed.
- In conjunction with the Collaboration Senior Project Manager, provide Training and Technical Assistance to CCG grantees.
- Hold regular need-based webinars for CCG grantees.
- In conjunction with the Collaboration Senior Project Manager, write quarterly reports for First 5 Sacramento.
- In conjunction with the Collaboration Senior Project Manager, coordinate with CAP Center Fiscal Department to ensure timely fund disbursement to CCG grantees.
- Review and record monthly progress and expense reports submitted by current CCG grantees.
- Assist First 5 Sacramento with CCG contract closures at the end of each contract term.
- Disburse flyers on a monthly basis for both current and former CCG grantees via MailChimp.
- Manage the First 5 Sacramento CCG website.
- Work closely with First 5 Sacramento CCG Program Planner.
- Assist the First 5 Sacramento CCG Program Planner with any special projects related to CCG.

Medi-Cal Administrative Activities (10%)

- Review and process Medi-Cal Administrative Activities (MAA) from B&B Collaborative agencies.
- Work with agencies to ensure accuracy and timeliness of reporting.
- Train B&B agency staff in MAA process and paperwork.
- Communicate B&B staff changes to Time Study Buddy to ensure accuracy of MAA account billing.
- Work closely with First 5 Sacramento to ensure accuracy and timeliness of reporting.

Internal and External Collaboration (5%)

- Participate in the CAP Center's Program & Collaborative team activities, work groups, and other areas of shared work.
- Work collaboratively and maintain positive working relationships with B&B Collaborative, First 5 Sacramento, Department of Child, Family, and Adult Services, AmeriCorps, Department of Human Assistance, external evaluators, and other funders to ensure successful achievement of grant deliverables and the program model.

- Attend leadership and staff meetings at the Department of Human Assistance, as requested.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, CAP Center trainers, Strategies Technical Assistance, OES, CFRA, Fiscal, and all other CAP Center staff, providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies statewide and locally.
- As requested, participate in meetings, convenings, and networking events to promote positive relationships with social service agencies and community-based organizations.

Other Duties (5%)

- Acquire and enhance knowledge of public assistance benefits, parenting education, family support and family strengthening, family resource centers, crisis intervention, public/private community resources and home visitation through reading, training, research, conferences, and participation on committees, as appropriate.
- Assist in providing technical assistance to subcontractors and community partners.
- Participate in on-site and off-site meetings and committees as necessary.
- Attend conferences and conduct outreach to promote the CAP Center programs.
- Attend and participate in external and internal CAP Center meetings and committees as needed.
- Assist with special projects, including but not limited to, preparation of reports, meetings, assembly of documents, and other in-person or virtual events.
- Provide support to agency-wide and CAP Center wide projects, as needed, including but not limited to, grant proposals, reports, and special events.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Social Work, Family Studies, Organizational/Community Development, Public Health, or related field from a four-year college or university required.
- One to three years' experience providing direct services and working in community agencies, including implementing referral and service coordination.
- At least one year of experience providing reflective supervision to direct service providers.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners preferred.
- Experience with and/or knowledge of child abuse prevention, collaboration, family strengthening, and the child welfare system.
- Experience working/serving in a B&B Family Resource Center preferred.
- Knowledge of and experience with evidence-based home visiting models and programs preferred.
- Experience with data entry, analysis, and reporting preferred.
- Knowledge of community resources and experience developing and maintaining partnerships with public/private community and collaborative partners.
- Excellent interpersonal and communication skills.
- Bilingual speaking encouraged to apply.

General Knowledge

- Knowledge of collaborations, child abuse prevention, family strengthening, cultural proficiency, social services and/or child welfare services required.
- Experience working with family strengthening, parenting education, home visitation, and support serving agencies preferred
- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Basic mathematics including addition, subtraction, division and multiplication.
- Intermediate knowledge of and proficiency in MS Word, MS Excel, Outlook, PowerPoint, and online tools.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to maintain the highest professional standard as a professional in a confidential work environment internally & externally.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Excellent critical thinking and problem solving skills.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to organize, manage, and complete multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to work effectively in a strength-based manner in a team, including asking for, receiving, and offering, support when needed.
- Ability to work, and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Ability to work through highly emotional meeting topics and confidential information with care and professionalism.
- Able to communicate in a professional and courteous manner at all times.
- Recognizes the need for self-care in effectively managing work duties.
- Ability to work with and support highly emotionally people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.

Physical/ Psychiatric Requirements

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 20 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Website (NSOPW) as well as Truescreen and Fieldprint.

Please send cover letter, resume and salary requirements in PDF format to:

The Child Abuse Prevention Center Attn: Human Resources
4700 Roseville Road
North Highlands, CA 95660
E-mail: kdobson@thecapcenter.org

Equal Opportunity Employer

*The **Child Abuse Prevention Center** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approvals:

Collaboration
Senior Project Manager _____ Date _____

Collaboration/Compliance
Senior Program Manager _____ Date _____

Chief Program Officer
Human Resources/
Operations Manager _____ Date _____

President and CEO _____ Date _____