



Job Description

Title: Senior Technical Assistance Specialist, Strategies Technical Assistance Program

Agency: Prevention Child Abuse California

Date: 5/27/2020

Reports to: Director

Classification: Exempt

Supervisory Responsibilities: None

Program Description

The Strategies Technical Assistance (TA) program, funded by and in partnership with the California Office of Child Abuse Prevention (OCAP), will build and sustain a system of technical assistance and support to California counties in the development of county child abuse prevention plans with a consistent framework and customizable array of tools and supports, diverse expertise, peer support, and regional/statewide networks. Key functions include:

- Facilitation of county teams to assist in developing primary, secondary, and tertiary prevention plans and implementing a vision that is consistent with the OCAP's philosophy and the 21st Century Child Welfare System that promotes a shared family and community responsibility to keep children safe.
- Robust technical assistance in conjunction with the OCAP and working integrally with counties as they build and strengthen collaboration, conduct data-driven plans, and implement and evaluate approaches.
- Learning Exchange Teams with the counties to learn from one another and create a shared learning experience at all levels.
- Regional Gatherings for county networks and their colleagues to share their learning and successes, learn about evidence-based and evidence-informed practices for prevention and collaborative planning, and develop sustainable networks.
- Development of practical tools available to all counties that enhance collaboration, planning, implementation, and evaluation.
- A collaborative body of national/state Subject Matter Experts with expertise in the Core Values for STA and child abuse prevention who will ensure that technical assistance is reflective of diverse perspectives.
- Engagement of stakeholders to build a statewide child abuse prevention network.

Position Summary

The Senior Technical Assistance (TA) Specialist is assigned to specific counties or OCAP grantees to provide a customized mix of technical assistance to child abuse and neglect prevention and family strengthening partnerships throughout California, including but not limited to, needs assessment, strategic and action planning, leadership coaching, subject matter expertise, outcomes tracking, training, consultation, process consulting and facilitation, case management, and follow-up support appropriate to each TA participant's needs. The TA Specialist collaborates with local and state-wide organizations to plan and develop integrated county-wide prevention networks that reduce child abuse and neglect and increase protective factors. This position includes frequent travel throughout California.

Essential Duties and Responsibilities

1. (55%) Technical Assistance

- Serve as the Lead TA Specialist for an assigned caseload of County Prevention Teams, providing consultation, coaching, facilitation, case management, and supports.
- Assist and support counties in the development and convening of a comprehensive coordinated cross-sector prevention-focused team.
- Gather, compile, and analyze data on the learning and capacity-building needs of counties, networks, and/or organizations based on TA Needs Assessments and surveys.
- Provide capacity-building support based on assessed needs.
- Assist counties and networks with information on evidence-based and promising practices for consideration in developing their prevention plan approaches.
- Support county collaborations in developing and executing Child Abuse Prevention Plans and building strong local integrated networks to meet the goals of the plans.
- Utilize standard measures, custom tools, templates, training materials, and activities, to identify strengths and challenges in an agency or network, that advance county-wide prevention planning and implementation.
- Serve as internal subject matter experts in priority topics for counties, providing a conduit for information and resources, as well as a supplemental support to counties and projects, relative to their areas of focus. Topics include, but are not limited to,
 - Collective Impact,
 - Equity & Disproportionality,
 - Social Determinants of Health,
 - Engaging and empowering parents,
 - Results-Based Accountability,
 - Asset-Based Community Development,
 - Protective Factors/Family Strengthening,
 - Trauma-Informed Organizational Development and practice,
 - Building Community Resilience, and/or
 - Facilitative Leadership.
- As requested by the OCAP, provide resources and support to county teams, prevention networks, and providers to ensure that Parent and Community Voice are included in the county prevention plan.
- Assist counties in the development of Theories of Change and Logic Models, incorporating the statewide Outcome Indicator(s).
- Assist with needs data and provide models for network plans to include strategies and practices to effectively address disproportionality.
- Connect consulting participants to relevant organizations, colleagues, services, subject matter experts, and other resources.
- Develop and maintain strong working relationships with child abuse prevention and family strengthening agencies statewide, utilizing a variety of approaches including site visits, e-mail, video conferencing, and telephone contact.
- Collaborate with the OCAP staff to coordinate services and expectations for participating counties.
- Reach out to an assigned target audience of new counties to assess service needs and promote the OCAP prevention planning process.
- Communicate with OCAP staff, Strategies TA partners, and county consulting participants to assess opportunities for improvement and contribute to ongoing quality improvement process.

- Provide information on new state and federal initiatives (e.g., Family First Preservation Services Act of 2018, OCAP grants, Integrated Core Practice Model, National Service) to TA participants.
- Provide backup support to projects assigned to other team members.

2. (30%) Network Development & Peer Learning

- Identify topic priorities based on consulting participant needs assessments and surveys.
- Assist in the organization of Regional Gatherings for an assigned area of the state, for resource sharing, policy updates, peer-to-peer support, and shared learning among county networks and other projects.
- Facilitate topic-based Learning Exchanges (communities of practice) in person and via webinar and video or teleconference.
- Assist counties to host inclusive community-engagement events and activities to inform prevention planning, as appropriate.
- Support the planning and implementation of other statewide gatherings for TA participants, including but not limited to, a Prevention Summit and Webinars.
- Collaborate with TA participants to prepare and present prevention plans, solutions, and outcomes to share with other organizations.
- Prepare documentation, social media posts, and website content to spotlight county efforts and share resources with family strengthening organizations throughout the state.
- Use online tools to post documents and social-media content to share project status, knowledge and lessons learned.
- Attend and participate in Strategies TA's internal trainings for staff and TA Specialists.
- In conjunction with the Strategies TA Director, coordinate with assigned OCAP consultant around prevention plans for participating counties and networks to ensure alignment between OCAP and Strategies TA work.
- Attend and participate in Strategies TA regularly scheduled TA Consultant meetings via webinar/ teleconference, to review current projects, update Team Expertise Matrix, engage in shared learning.
- Attend and participate in coordination and planning meetings with OCAP, Strategies TA staff and other Strategies TA consultants.

3. (5%) Data Collection and Reporting

- Gather, compile, and analyze data on capacity-building needs based on county needs assessments and surveys.
- Prepare qualitative and quantitative reports and social media content to share plans, outcomes, and lessons learned with other organizations.
- Complete and submit to PCA CA monthly progress updates that include, but are not limited to, technical assistance activities, outputs, and outcomes data for reporting to OCAP.
- Meet with STA Team monthly to review data, assess data collection, and use data analysis to improve the quality of STA services.

4. (5%) Internal/External Collaboration

- Attend coalitions, conferences, and networking events to build relationships with subject-matter experts, family support/strengthening agencies, and community-based organizations who may strengthen local and state-wide social service networks.
- Work collaboratively and maintain positive working relationships with CA Office of Child Abuse Prevention and other funders, collaborative partners, and others to ensure successful achievement of grant deliverables.

- Prepare presentations and brief other Technical Assistance Consultants and OCAP staff on specific project and network-building activities, best practices, tools, and templates that may be useful across multiple projects.
- Participate in the CAP Center's program and collaborative team activities, work groups, and other areas of shared work.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, Birth&Beyond, Child Death Review and Fetal Infant Mortality Review, CAP Center trainers, OES, CFRA, Fiscal, and all other CAP Center staff, providing support as needed.
- As requested, participate in meetings, convening's, and networking events to promote positive relationships with social service agencies and community-based organizations.

5. (5%) Other Duties

- Acquire and enhance knowledge of existing, new, and emerging trends through reading, trainings, research, conferences, and participation on committees, as appropriate.
- Assist with special projects including, but not limited to, preparation and facilitation for summits, regional gatherings, and other in-person or virtual events.
- Attend and participate in external and internal CAP Center meetings and committees as needed.
- 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 in Organizational/Community Development, Social Work, Family Studies, Public Health, Psychology, or related field from a four-year college or university required. Master's degree preferred.
- Experience coaching or collaborating with local and statewide family strengthening organizations and implementing child welfare models such as trauma-informed care and protective factors,
- Solid research skills to create and present clear and effective organizational and planning tools.
- Experience with and/or knowledge of child abuse prevention, cross-sector collaboration, collective impact, family strengthening, and the child welfare system.
- Knowledge of community resources and experience developing and maintaining partnerships with public/private community and collaborative partners.
- Advanced knowledge of Trauma Informed Care and Protective Factors concepts required.
- Excellent interpersonal and communication skills.

General Knowledge

- Knowledge of organizational development, collaborations, trauma-informed practice, cultural proficiency, and strategies for building community resilience.
- Knowledge of child abuse prevention field, family strengthening, parent education, social services and/or child welfare services required.

- Experience working with family strengthening, parenting education 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 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 manage 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 emotionally meeting topics and confidential information with care and professionalism
- Recognizes the need for self-care in effectively managing work duties.
- Able to communicate in a professional and courteous manner at all times.
- 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, coaching, mediation 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, including extensive travel, 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 as well as a search of the National Sex Offender Public Registry Website (NSOPW).

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 Fax: 916-244-1935
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

Director:	_____	Date	_____
Human Resources:	_____	Date	_____
Chief Program Officer:	_____	Date	_____
President and CEO:	_____	Date	_____