

COALITION FOR HISPANIC FAMILY SERVICES

School-Based Early Support Services Site Director

JOB SUMMARY: Coalition for Hispanic Family Services is looking for two Site Directors for their new Brooklyn and Queens School-Based Early Support Services (SBES) programs, to begin July 1, 2024. The goal of SBES is to develop strong partnerships between schools, communities, and parents/caregivers in order to help children thrive, keep them safe in their homes and communities, as well as empower parents to become active participants in their children's education. The Site Director (SD) will be responsible for the on-site, day to day function of the SBES program, and its service delivery to children and families who may be self-referred, referred by designated community schools, school-service providers, or by Administration for Children Services (ACS). The scope of these responsibilities includes, but are not limited to, administrative management and accountability for program staff, provide leadership, guidance, supervision and direction, as well as maintain an ongoing positive, collaborative relationship with identified partner elementary and/or middle schools, school-based service providers, and parents. The SD reports to the Associate Executive Director of Prevention Services.

RESPONSIBILITIES:

- Provide direct supervision of two Supervisors, the School-Family Outreach Liaison, and Program Assistant
- In collaboration with unit supervisors, assures implementation of service initiatives for the program to meet all programmatic requirements and standards, including but not limited to, monitoring/managing program census and utilization, timely client-family engagement, meeting family contact requirements, family goal achievements, timely family conferences, and ongoing appropriate casework documentation
- Attend school-partner/community events, forums, coalitions to promote partnership building, increase program visibility and knowledge of community resources
- Attend ACS-SBES Provider meetings
- Ensure program compliance with data collection and statistical reporting, including but not limited to timely data entry and reporting in PROMIS and CONNECTIONS systems
- In collaboration with the QA Specialist, utilize QA Data to drive program performance and outcomes and ensure goals and targets are routinely met and/or exceeded
- Monitor and ensure program compliance and readiness for ACS PAMS audits
- Participate in the Collaborative Quality Improvement work groups to address program improvement needs
- Complete internal and external management reports as required

- Meet with AED to discuss school-partnership status, program outcomes, intake/referrals, QA/QI data, cross-system issues, staff professional development, and high-risk family cases
- Attend ACS and agency in-house trainings as required
- Provide staff training as maybe required
- Complete special projects as assigned by the AED or Executive Director
- One/two late nights, including Saturdays as may be required

QUALIFICATIONS: The ideal candidate will have an MSW or MHC degree at minimum, with at least two-three years as a program Director in a Child Welfare setting, or four/more years as a program supervisor in foster care, prevention services, or school-based services. Excellent verbal and written communication skills are also required, as well as being computer literate. Experience overseeing program and staff professional development, fiscal management, running psycho-educational groups, community outreach is a strong plus. Bilingual in Spanish is strongly preferred.

NOTE: This job description and specifications are not intended and should not be construed as an exclusive list of all responsibilities, skills or working conditions associated with the job. They are intended to be an accurate reflection of the principle requirements of the position.

SALARY: 80K – 85K to start, commensurate with years of experience, professional license, and language skills.