

**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title:** Social Program Developer

**Working Title:** Simba Program Manager

**Division/Department:** Organizational Health

**Supervisor:** Daryle Cobb

**Job Status:** Full-Time, 40 Hours

**FLSA Status:** Exempt

**PCN:** 734207

**Pay Range:** 26

**Probationary Period:** 1 Year

**Classification #:** C116/69413

**Revision Date:** 10-2022

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**OBJECTIVE/PURPOSE**

In partnership with department leadership, the Organizational Health Simba Program Manager directs the Simba Program, culturally and gender specific mentoring for black females that encompass cultural and rights-of-passage activities, and other opportunities to improve self-esteem and cultural awareness of participant youth.

The employee will possess a confident humility with a growth mindset orientation, care deeply about our agency's mission and guiding principles and be driven and energized by the knowledge that they are helping to build healthy organizational culture and diversity, equity & inclusion knowledge and systems that will enable FCCS to better serve our employees, families, and communities. They will have the ability to collaborate with colleagues and influence the developing process. Additionally, this employee will exercise patience and flexibility, have strong listening, facilitation, and communication skills; and successfully engage with stakeholders both internally and externally. They will be committed to developing their professional expertise and capitalizing on the opportunity to advance their learning in the areas of culture & climate, and diversity, equity, & inclusion. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that recognizes, affirms, and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **20% Program Management**

- Responsible for the supervision, direction, evaluation, and development of the Simba Coordinator
- Develops, monitors, and evaluates program effectiveness through established working relationships throughout the Agency to assure integration of Simba services where needed.
- Creates, tracks, and analyzes data metrics for informing practice and relevancy of cultural approach in service delivery.
- Develops, manages, and assesses program policy, workflow, and best practices.
- Works to ensure partnership and program alignment with the Volunteers & Child Enrichment Department.

### **15% Program Events & Activities**

- Works closely with the Organizational Health Director and Associate Directors to convene and collaborate with subject-matter experts to develop special events and community interaction opportunities.
- Assists with the implementation of ongoing culturally specific events and activities for Simba mentors and mentees. Supports the coordination and logistics for program events. Monitors, evaluates, or records event effectiveness.
- Assists with the Volunteer Reception and the Black Girl Magic Fundraising Campaign.

### **15% Volunteer Recruitment**

- Designs and implements recruitment strategy and activities to attract mentors in the community and liaisons with organizations in the Black community to provide appropriate mentor experiences for agency youth.
- Plans, implements, and evaluates specialized recruitment campaigns and special promotional projects to targeted areas including corporations, churches, community organizations, neighborhoods, and public to promote mentoring and to recruit mentors.

### **15% Community Engagement**

- Assists with the creation and coordination of special events, community interaction opportunities, media, and public relations activities to develop a cadre of Simba volunteers to match with youth.
- Enriches community partnerships through an equity lens and promotes business diversity within the program service array.

### **10% Volunteer Onboarding & Training**

- Works in partnership with the Volunteers & Child Enrichment Department to provide orientation to new Simba volunteers.
- Provides ongoing culturally specific training for Simba.

### **5% Advisory Board Management**

- Oversees and supports the Simba Advisory Committee
- Develops cooperation and teamwork while working toward solutions which generally benefit all involved parties.
- Works to understand the agendas and perspectives of members, recognizing and effectively balancing their interests and needs with those of the program, department, and agency.
- Involves members in the decision-making or problem-solving process as early and as much as possible.

**5% Program Promotion & Education**

- Builds strong, trusting relationships within the agency to drive program awareness and outcomes.
- Promotes the Simba program within the agency; educates direct service staff so they understand the benefits to youth and make appropriate referrals.
- Develops and distributes program content. Serves on the Multi-cultural Department Team.

**5% African American Male Affinity Group(s) Leadership**

- Provides guidance and oversight of the agency’s African American Male Affinity Group(s).
- Nurtures diversity, connection, and community, assists in establishing safe spaces for difficult conversations and helps others find and supports them in their role as change agents.

**5% Organizational Health Integration & Support**

- Works to support the responsibilities & goals of the Organizational Health Department.
- Ensures the elevation and integration of the voice of lived experience into the work of the department.
- Supports the facilitation of multicultural content, education, presentations, and programs.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

**5% Other Duties**

Performs other related duties as assigned. \*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so

**QUALIFICATIONS**

**Minimum Qualifications**

Completion of undergraduate major program core requirements in social or behavioral science plus 12 mos. exp. in delivery of social services, or completion of graduate major program core requirements in behavioral or social science plus 6 mos. exp. delivering social services.

**Preferred Qualifications**

Master’s degree in social work or related field and several years related exp.; knowledge of social work practice, the Simba program, the Black community, and its leaders.

**Certification or Licensure**

A valid Ohio Driver’s License and automobile insurance that is following Franklin County Children Services policy is required for travel. Travel can occasionally include out of state travel which may require airline travel.

**AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g., telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

**Work Environment:** Typical office environment

**Signature of Agency Representative:**

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**Charles Spinning**  
**Executive Director**

**Date**