

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Administrator 1</i>	DIVISION: <i>Operations & Inclusion</i>	DEPARTMENT: <i>Organizational Health</i>	
WORKING TITLE: <i>Associate Director</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>732004 Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>	
CLASSIFICATION NO.: 69415	PCN:	PAY RANGE: 28	REVISION DATE: 12/20
EQUIPMENT USED: <i>telephone, calculator, printer, computer, copying machine, and automobile</i>			
<p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework as required by college or university in social or behavioral science plus 12 months experience in delivery of social services in government, community or private human support service agency plus 6 months supervisory experience or completion of graduate coursework as required by college or university in social or behavioral science plus 6 months experience in delivery of social services in government, community or private human support service agency plus 6 months supervisory experience; or equivalent.</i></p> <p>PREFERRED <i>Master's degree in social or behavioral science with several years of child welfare experience including several years of supervisory or administrative experience and a proven, successful track record of leading others and organizational change. Advanced knowledge of and experience with child welfare systems management, program evaluation, statistics, strategy, diversity, equity, inclusion and/or culture.</i></p>			
<p>PURPOSE <i>Working with staff at all levels and in partnership with department leadership, the Organizational Health Associate Director designs and oversees the implementation of strategies and procedures to advance organizational change, assesses agency programs and priorities, fosters a positive and inclusive work environment, mobilizes employees along our culture change journey and works to ensure that culture & climate, and diversity, equity, & inclusion considerations are incorporated in all agency decision-making processes.</i></p> <p><i>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.</i></p>			

30%	<p>JOB DUTIES: <i>Works closely with the Chief Diversity, Equity and Inclusion Officer, the Organizational Health Director, and fellow associate directors to define the agency’s culture & climate and diversity, equity, & inclusion vision, strategy, goals and priorities across the agency. Manages staff, projects, deliverables, and timelines related to agency’s strategic plan, culture & climate work, and diversity, equity & inclusion efforts. Initiates the identification and coordination of the agency’s culture & climate and diversity, equity, & inclusion activities in a complex and highly decentralized environment, collaborating with staff across the agency involved in culture & climate and diversity, equity, & inclusion initiatives. Engages in the analysis of culture & climate and diversity, equity & inclusion outcomes and performance measures and uses this information to guide improvements in outreach, service delivery, and achieving our deliverables. Acts proactively, recognizing important trends that will affect the agency and communicates those trends, so the agency can better prepare to meet new challenges. Provides regular updates on agency’s strategic plan, culture & climate work, and diversity, equity & inclusion efforts and progress across the organization, including all staff, leadership and board meetings.</i></p>
15%	<p><i>Through a lens of culture & climate and diversity, equity & inclusion and across all agency levels: builds awareness, a shared language and a common understanding, cultivates new organizational values, behaviors, norms and expectations, and interrupts bias in our habits, practices and policies. Gets others excited about and committed to further the department’s objectives. Inspires and persuades others to voluntarily follow direction, pursue and achieve goals, and adopt new positions or opinions. Designs and facilitates multicultural content, education, presentations and programs to explore and provide critical reflection of issues of diversity, inclusion, culture, gender, race, LGBTQIA, ability ethnicity, social class and other significant aspects of individual and cultural diversity. Consults, advises, and assists staff and leadership in resolving culturally sensitive issues. Works diagonally across the agency to provide input about policy/practices from culture of safety perspective and through an equity lens. Stays current on best practices and opportunities related to culture & climate, diversity, equity, & inclusion and strategic planning; attends national training and personal development events to keep abreast with culture & climate and diversity, equity & inclusion issues.</i></p>
15%	<p><i>Builds strong, trusting relationships with the agency’s leadership team to drive awareness, commitment and accountability for the employee experience and diversity, equity and inclusion efforts across the agency. Nurtures diversity, connection and community, establishes safe spaces for difficult conversations and helps others find and supports them in their role as change agents. Collaborates with agency leadership to address the ways disproportionality shows up in the child welfare system and in FCCS’ work. Strategizes closely with employee affinity groups to set, support and drive employee affinity group strategy, governance, infrastructure, development, annual planning, and meeting cadence. Represents the department at employee events.</i></p>
15%	<p><i>Enriches community partnerships through an equity lens and promotes business diversity within our service array and among our paid providers. Acts as liaison to the various diversity, equity and inclusion groups within our community, and responds to diversity, equity and inclusion related issues within the community as they arise. Works collaboratively with community partners to offer guidance & support and address the ways disproportionality shows up in FCCS’ work, in the child welfare system, and in our community. Networks with diversity, inclusion and equity staff at other child welfare organizations and within our community. Devises, plans, and implements community events to communicate our culture & climate work and diversity, equity & inclusion efforts to members of the community. Represents the department at local, regional, and national events.</i></p>
20%	<p><i>Supervises subordinates in a manner that promotes their professional development and ensures high quality Organizational Health support and outcomes.</i></p>
5%	<p><i>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.</i></p>

<p>List no. of positions and Class Titles of positions supervised 2 – Management Analyst 2</p>	<p>_____ Signature of Agency Representative</p>	<p>_____ Date</p>
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