

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Management Analyst 2</i>	DIVISION: <i>Operations & Inclusion</i>	DEPARTMENT: <i>Organizational Health</i>	
WORKING TITLE: <i>Program Manager</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>Social Program Administrator 1</i>	JOB STATUS: <i>Full-time</i>	
CLASSIFICATION NO.: 63212	PCN:	PAY RANGE: 26	REVISION DATE: 8/22
EQUIPMENT USED: <i>telephone, calculator, printer, computer, copying machine, and automobile</i>			
<p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework in social or behavioral science plus 12 months experience in delivery of social services; OR completion of graduate coursework plus 6 months experience in delivery of social services; OR equivalent. Basic knowledge of child welfare systems management, program evaluation, statistics, strategy, diversity, equity, inclusion and/or organizational culture. A commitment to diversity, equity, and inclusion and a desire to lead and drive change, including influencing and inspiring others through relationship building.</i></p> <p>PREFERRED <i>Master's degree in social or behavioral science with several years of child welfare experience. Advanced knowledge of and experience with child welfare systems management, program evaluation, statistics, strategy, diversity, equity, inclusion and/or culture. Understanding of K-12 educational systems and supports for students. Experience interpreting and utilizing data to inform decision making. Experience with Microsoft Office suite including Word, Excel, PowerPoint, and Teams.</i></p> <p>PURPOSE <i>In partnership with department leadership, the Organizational Health Management Analyst 2 supports the department's goal of promoting equity for all children and families, primarily through the lens of educational strategy and diversity, equity, and inclusion efforts.</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>			

50%	<p>JOB DUTIES:</p> <p>Education Strategy Management & Support <i>EPSEA Contract</i></p> <ul style="list-style-type: none"> <i>In partnership with the OHD Impact associate director, serves as an agency liaison for the Educational Partnership for Social, Emotional, and Academics (EPSEA) Contract, which provides educational supports for students.</i> <i>Supports contract management activities, including but not limited to attending periodic meetings, reviewing reports, and refining contract addenda in collaboration with EPSEA and agency Contracts Department staff.</i> <i>Troubleshoots ESSA Best Interest Determination (BID) process issues and provides supports to the EPSEA Educational Supports Coordinators.</i> <i>In partnership with the EPSEA Educational Supports Coordinators, manages ESSA transportation requests, monitoring, and reporting.</i> <i>In partnership with EPSEA staff, conducts presentations, shares literature, provides updates, etc. regarding the EPSEA program and ESSA workflow.</i> <i>Assists with and coordinates logistics for education-related agency and community events.</i> <p><i>Education Outcomes Research & Data Analysis</i></p> <ul style="list-style-type: none"> <i>Utilizes educational data to assess supports, measure progress and outcomes, and explore creative solutions to problems.</i> <i>In partnership with agency Evaluation Department staff, works with school districts to collect, analyze, and share data and to facilitate conversations around decision-making.</i> <i>Monitors, evaluates, and/or records activities of educational program effectiveness, including the coordination of periodic reports regarding outputs and outcomes.</i> <i>Stays current on best practices related to education and child welfare.</i> <p><i>Internal Partnerships</i></p> <ul style="list-style-type: none"> <i>Champions best practices and promotes K-12 education services to agency staff.</i> <i>Supports the agency's education strategy initiatives by developing and implementing workflows and communication with service teams and agency departments regarding educational services and supports for children.</i> <i>Build relationships with internal partners (e.g., YTS and College Bound mentoring staff) and engages in collaboration to help support a continuum of services and supports for students.</i> <i>Promotes efforts to improve accuracy and completeness of agency-wide education data entry, updating, and reporting practices.</i> <i>Develops and distributes education-related content to various audiences and in a variety of formats (e.g., newsletters, presentations).</i> <i>Works to publicize education opportunities for agency youth and/or learning opportunities for agency staff.</i> <i>Serves as an internal agency point of contact for school districts regarding EPSEA, ESSA, & related OHD education initiatives.</i> <p><i>External Partnerships</i></p> <ul style="list-style-type: none"> <i>Builds relationships with external partners to engage in collaboration to help support a continuum of services and supports for students.</i> <i>Enriches education partnerships through an equity lens.</i> <i>Serves as liaison for the Partnership4Success collaborative.</i>
20%	<p>Disproportionality & Disparity Strategy</p> <ul style="list-style-type: none"> <i>In partnership with the OHD Impact Associate Director, completes the agency's biannual disproportionality and disparity analysis.</i> <i>Supports the agency's disproportionality and disparity analyses by researching best practices, reviewing data findings, and communicating to various audiences to develop potential strategies and solutions.</i> <i>Works collaboratively with OHD team to support internal staff and community partners to address the ways disproportionality shows up in FCCS' work, in the child welfare system, and in our community.</i> <i>Through an equity lens, identifies strategies for addressing relationships with service providers to address identified areas of disproportionality/disparity.</i> <i>Develops and distributes disproportionality/disparity content to various audiences.</i>

<p>20%</p>	<p>Culture of Safety Strategy</p> <ul style="list-style-type: none"> • <i>Through a lens of culture, climate, diversity, equity, and inclusion and across all agency levels:</i> <ul style="list-style-type: none"> ○ <i>Supports the agency's culture of safety research, analysis, and reporting of findings in partnership with the Evaluation Department.</i> ○ <i>Stays current on best practices and opportunities related to culture & climate, diversity, equity, & inclusion and strategic planning.</i> ○ <i>Supports the facilitation of multicultural content, education, presentations, and programs.</i> ○ <i>Serves on Partnership4Success Adult Social & Emotional Learning (SEL) workgroup.</i> 	
<p>10%</p>	<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</p>		
<p>NA</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>