

Job Description Family Programs Manager

Job Title:	Family Programs Manager	Status:	Regular, Full-Time
Reports To:	Director of Family Programs	Salary Range:	\$50,000 - \$60,000, DOE/DOQ
Program:	Family Programs	Classification:	Exempt

The Mockingbird Society™ is an advocacy organization that thinks holistically, creatively and passionately about meeting society’s obligations to children and youth who need out-of-home care – those who must leave family homes that cannot or do not provide adequate care. The young people we serve often move through a variety of living situations, including foster homes, kinship care, and different manifestations of youth homelessness. Our work is to ensure that the systems of care that serve these young people provide the services that are needed, with the standard of excellence that all children deserve. Our advocacy is rooted in the direct experience and voice of young people who have experienced foster care and youth homelessness.

POSITION SUMMARY

TMS is seeking a Family Programs Manager to join our collaborative team. The Family Programs Manager will contribute significantly to our program delivery and advocacy goals, with special emphasis on support for the Mockingbird Family Model™ (MFM) program. MFM is an innovative foster care delivery model that improves upon the traditional foster care experience and has been replicated statewide, nationally and internationally.

Under the supervision of the Director of Family Programs, the Family Programs Manager will provide consultation, technical assistance, training and support to external clients implementing MFM; provide research, analysis, summations and development of content for MFM; and develop MFM program metrics, evaluation and quality assessment processes. The Family Programs Manager will also assist with future replication inquiries by providing trainings, presentations, advocacy support, and coordination of foster parent and youth testimonials in support of the project.

ESSENTIAL RESPONSIBILITIES

- Provide technical assistance, training, and consultation to foster care agencies and foster families implementing MFM and launching MFM Constellations.
- Develop and implement MFM training resources to manage the MFM implementation fidelity process.
- Collect data and information on foster care outcomes with external partners; produce reports necessary for internal and external reporting requirements.
- Assist in educating foster care providers about the MFM program.
- Help ensure consistent internal/external messages across MFM providers.
- Plan and implement MFM events and activities that support MFM operations and expansion goals.
- Coordinate with Youth Programs to ensure MFM participants are engaged in TMS advocacy and other program efforts.
- Support TMS development and communications efforts, including drafting materials.
- Understand, promote and apply cultural competence principles and concepts to MFM-related work.
- Coordinate with other TMS departments to support agency efforts and strategic goals.
- Help promote a positive, productive work environment and model a “can-do” attitude.
- Support the Director of Family Programs with program operational and administrative tasks as requested.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in social work or related field, or a comparable combination of education and experience. Master's in Social Work, or equivalent experience, is strongly preferred.
- A minimum of 3 to 5 years' experience working with child welfare or social services organizations, with knowledge of issues and obstacles faced by youth and families involved in social service systems.
- Experience in developing and delivering training and technical assistance for and to diverse audiences.
- Experience in program evaluation and in utilizing research methods and/or evaluation tools for reporting social service program outcomes.
- Experience with, and/or commitment to having, race equity, social justice, and cultural competence be a workplace priority.
- Familiarity with government, civic, charitable, community, and social service organizations, both locally and statewide.
- Excellent interpersonal and relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders, including youth, foster parents, donors, community members, and legislators.
- Excellent written and verbal communication skills; ability to present TMS and the Mockingbird Family Model™ to a wide range of audiences.
- Excellent project management skills; ability to multitask, meet deadlines, and balance priorities.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint).
- Experience working with database systems, including queries and reports.

OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional travel.

COMPENSATION AND BENEFITS

The approved salary range for this position is between \$50,000 and \$60,000, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, annual holidays, and a SIMPLE IRA retirement plan with employer match.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with "Family Programs Manager" in the subject line. No calls please. Position is open until filled; priority consideration will be given to applications received by 12/15/2017.