



Job Description

Position: Strategies Technical Assistance Senior Program Manager

Agency: Prevent Child Abuse California

Date: 10/25/2021

Reports to: CAP Center Director for Policy & Networks **Classification:** Exempt

Supervisory Responsibilities: Strategies Technical Assistance Specialists and Senior Technical Assistance Specialists, Data Coordinator, Data Specialist

Position Summary

The Child Abuse Prevention (CAP) Center Strategies Technical Assistance Senior Program Manager is responsible for the leadership, operation, effectiveness, and sustainability of the statewide Strategies Technical Assistance program. Strategies Technical Assistance is funded by the California Office of Child Abuse Prevention (OCAP) with the goal to strengthen child abuse and neglect prevention networks across California via the support of collaborative county prevention initiatives. The Senior Program Manager provides oversight to and responsibility for Strategies Technical Assistance contracts and budgets, and oversees, supervises, and directs Strategies Technical Assistance program staff in the related portfolio of county prevention initiatives and is responsible for the development and execution of technical assistance, training, strategic partnerships, and program evaluation including responsibility for fulfilling all contractual goals and maintains a balanced budget. The Senior Program Manager develops and sustains partnerships with other providers, funders and stakeholders, identifies emerging needs and growth opportunities for the CAP Center and the field, and works collaboratively with the CAP Center Program Management Team to further the agency's mission. The Senior Program Manager shares Strategies Technical Assistance management and implementation responsibilities with the Strategies Technical Assistance Director at the Children's Bureau of Southern California. The CAP Center and Children's Bureau partner with OCAP in the to ensure that Strategies Technical Assistance activities align with state child abuse prevention efforts.

Program Description

Strategies Technical Assistance (TA) supports and inspires cross-sector networks throughout California to advance community-driven action, centered in equity and inclusion, to strengthen children and families. Strategies TA works with child welfare systems and Child Abuse Prevention Councils to build county and state-wide coordinated, comprehensive, and integrated networks of care through individualized technical assistance focused on building statewide long-term solutions that are research-driven, trauma-informed, and community-focused. Strategies TA is focused on building long-term statewide solutions that enable counties to work together toward creating a seamless, sustainable, and impactful statewide child abuse prevention network. Strategies TA is a collaborative project of the CAP Center and Children's Bureau of Southern California, funded by the California Office of Child Abuse Prevention (OCAP). The Strategies TA three partners of the OCAP, the CAP Center, and Children's Bureau of Southern California work collaboratively to achieve the vision, mission, and goals of Strategies TA.

Essential Duties and Responsibilities

Program Management

- Provide development and oversight for program operations for Strategies TA and related projects.
- In collaboration with the Children's Bureau Co-Lead, evaluate the appropriateness and effectiveness of Strategies TA services to ensure alignment with current needs, trends, and opportunities for program growth and development.
- Provide fiscal management and oversight of Strategies TA contracts, grants, revenue streams, and program budget; ensure balanced program budget and adequate funding for all program needs.
- With Children's Bureau Co-Lead, establish operating policies, procedures and matters of administrative detail in connection with the operation and maintenance of program services.
- Manage fulfillment of all contractual goals and ensure compliance in meeting all contract and grant requirements.

Technical Assistance

- Ensure the provision of technical assistance to counties participating in the Strategies TA program and assist with the development of comprehensive county-wide prevention-focused networks, which can collaborate effectively to meet the needs of children and families
- As needed, provide direct technical assistance to county prevention planning teams and Child Abuse Prevention Councils.
- In collaboration with the CAP Center and Children's Bureau Strategies TA teams, and in coordination with the OCAP, develop and execute consistent processes, procedure, and practices for technical assistance to counties.
- In collaboration with the CAP Center and Children's Bureau Strategies TA teams and partners, lead collaborative gatherings to move prevention forward within counties, regions and the state
- Work with partners to advance partnerships that increase and leverage prevention funds and advance policies within agencies, including but not limited to, engagement of subject matter experts and leaders
- Effectively utilize technological tools to connect counties and regions in conversations, conferences, and peer sharing, and use tools to facilitate delivery of effective TA.
- Oversee the accurate and timely collection of county prevention plan participants' information and outcome data and analyze progress towards milestones.

Team Leadership

- Facilitate a collaborative team environment within the CAP Center and with Children's Bureau Director and Strategies TA staff and contractors.
- Recruit, hire, coach, and supervise Strategies TA staff and lead Strategies TA team at the CAP Center.
- Responsible for the selection, coordination, and oversight of Strategies TA Consultant Contractors.
- Develop, implement, and oversee projects related to Strategies TA communication, data collection, recruitment, retention, engagement, and

satisfaction.

Collaboration

- Attend coalitions, conferences, and networking events to build positive relationships with statewide public and private child abuse prevention, family support and strengthening agencies, and social service agencies as a CAP Center representative.
- Respond to special requests from Strategies TA partners and funders.
- Work collaboratively and maintain positive working relationships with other CAP Center teams.
- Participate in and support CAP Center strategic planning, program development, grant writing, coordination and collaborative activities, and special events.

Qualifications

- Minimum of five years of experience in public health, health and human services, social services, or related consumer-focused field.
- Experience working collaboratively with other organizations.
- Minimum three years of experience in a management or leadership role.
- Bachelor's degree is required. Master's Degree or equivalent in post-graduate experience preferred.
- Experience in strategic planning and/or technical assistance.
- Knowledge of strategic planning best practices and frameworks, such as Results-Based Accountability, Collective Impact, Theory of Change.
- Knowledge of child welfare systems, social services, child abuse prevention field, and/or family support field at the local and statewide level preferred.
- Experience developing and managing budgets.

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road North Highlands, CA 95660

Fax: 916-244-1935

E-mail: jharris@thecapcenter.org

Equal Opportunity Employer

The Child Abuse Prevention Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.