

# YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL



[www.yolokids.org](http://www.yolokids.org)

## **PROGRAM DIRECTOR: Child Abuse Prevention Programs**

Step by Step / Paso a Paso Home Visiting Program  
Supervised Visitation  
Building & Strengthening Protective Factors Safety Monitoring  
Child Abuse Prevention Council

- Full-time
- Salary range: \$65,000-\$72,000/annual
- Competitive Benefits package including medical/dental/vision coverage
- Reports directly to Executive Director

Are you interested in working with one of the region's most innovative and exciting nonprofits serving children and families throughout Yolo County? Are you a team player who loves to collaborate with partners, share ideas, and lead a dynamic team? Yolo County Children's Alliance (YCCA) is seeking a Program Director to oversee YCCA's Child Abuse Prevention Programs including our nationally accredited Step by Step / Paso a Paso home visiting program.

The Program Director is responsible for the administrative and budgetary management, quality assurance, program evaluation and supervision of staff for YCCA's core Child Abuse Prevention / Family Strengthening programs: Step by Step/Paso a Paso home visiting, Supervised Visitation, and Building & Strengthening Protective Factors Safety Monitoring. S/he will also provide administrative oversight, program support, and supervision to YCCA's Child Abuse Prevention Coordinator who facilitates Yolo county's Child Abuse Prevention Council and the Yolo Family Strengthening Network, a county-wide collaborative.

The Program Director will represent YCCA's work in a leadership position within a network of nationally accredited home visiting programs and within a local network of family serving agencies and organizations. S/he must have proven success developing partnerships, sustaining collaborations, and growing programs. S/he must have the ability to successfully guide the program through an intensive accreditation process, maintaining proper documentation and training throughout the year.

The successful candidate will be team-orientated, have excellent verbal and written communication skills, excellent organizational skills, and strong follow through.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administrative Management of Step by Step/Paso a Paso home visiting program
  - Supervise and support the Step by Step / Paso a Paso Clinical Supervisor
  - Supervise Family Support Workers and Family Assessment Workers as needed
  - Provide administrative supervision, clinical supervision and reflective supervision to program staff
  - Manage program budgets, external contracts, and grant agreements.
  - Ensure adherence to program guidelines as dictated by Health Families America and the California Home Visiting Program.
  - Conduct program research and submit reports and evaluations as requested by funders or stakeholders
  - Coordinate Step by Step by Step/Paso a Paso's Community Advisory Board
  - Maintain program accreditation through Healthy Families America including leading the reaccreditation process and self-study which comes due every 3 years.
  - Maintain positive relationships with other local service agencies, governmental institutions, foundations, schools, businesses and other strategic partners, other Yolo County home visiting programs, Yolo County hospitals, clinics, WIC, and other similar programs
  - Collaborate with partners, including those named above, to enhance programs and services to target populations.

- Program oversight and supervisory support of general child abuse prevention program activities
  - Supervise and support Child Abuse Prevention Programs Coordinator
  - Provide oversight and support to CAP Programs Coordinator activities: staffing of Yolo County Child Abuse Prevention Council, staffing of Yolo Family Strengthening Network, development & publication of parent guides and other child abuse prevention related publications.
- Administrative management and Supervision of Visitation Monitoring / Supervised Visitation
  - Supervise Visitation Monitors
  - Ensure goals of program and Yolo County are being met.
  - Ensure proper documentation of work for billing and program evidence.
- Administrative Management and Supervision of Protective Factors / Safety Monitor Program
  - Implement new “Building & Strengthening Protective Factors” Safety Monitoring program
  - Supervise and provide programmatic support to Safety Monitors and other BSPF staff
  - Collaborate with Yolo County Child Welfare Services on program goals and implementation of the program.
- Provide leadership for YCCA’s Child Abuse Prevention Programs
  - Identify ways to collaborate, coordinate services, increase funding, and leverage support for programs
  - Maintain relationships with stakeholders including funders and program partners
  - Promote programs at partner presentations, seminars, outreach events, government agencies
- Represent YCCA and YCCA’s Child Abuse Prevention Programs at state and regional level
  - Northern California Region Healthy Families America home visiting consortium
  - California State Home Visiting Program consortium
  - National Healthy Families America Program consortium
- Work within general agency culture
  - Establish and maintain cooperative relationships with staff and program partners
  - Respond to sensitive matters and/or situations with discretion and tact
  - Foster a cooperative work environment
  - Work independently and show initiative
  - Possess strong interpersonal & communication skills, both orally and in writing
  - Work efficiently within a wide range of constituencies representing a diverse community

## **EDUCATION AND OTHER REQUIREMENTS**

Screening and selection of Program Director includes consideration of characteristics including but not limited to:

- Education: Master’s degree in public health or human services administration or fields related to working with children and families, plus 3 years of Program Management and / or high level supervisory experience. Or, Bachelor’s degree with 5 years of Program Management and/or high level supervisory experience
- Proven success supervising and motivating staff, as well as providing support to staff in stressful work environments. Specifically, proven success in reflective supervision, clinical supervision, and administrative supervision.
- Administrative management experience in human service or related field including experience in quality assurance/improvement and program development
- Successful fingerprint and background check
- Ability to travel throughout the county, Northern CA, or out-of-state for meetings and conferences (mileage/travel expenses reimbursed)
- Knowledge of infant and child development and parent-child attachment
- Experience with family services that embrace the concepts of family-centered, strengths-based, and trauma informed service provision.
- Knowledge of the 5 protective factors
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- Experience providing services to culturally diverse communities/families

- Experience in home visiting with a strong background in prevention services for ages 0-3
- Infant mental health endorsement level III or IV preferred
- Proficient in Microsoft applications (excel, word, powerpoint, outlook) and online databases
- Experience with reflective practice
- Familiarity with Yolo County

**TO APPLY:**

Please submit a resume, a completed YCCA job application, a list of current references and a cover letter to:

[YCCAjobs@gmail.com](mailto:YCCAjobs@gmail.com). Write "CAP Programs Director" in the subject line of your email. Your resume, application, references and cover letter must all be received, as attachments, in order to be considered.

YCCA job application can be downloaded here: <https://www.yolokids.org/career-opportunities>

This position is open until filled.