

Strengthening Families Program Workforce Coordinator

REPORTS TO: Strengthening Families Program Manager

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Remote in Upstate, SC

Position Summary

The Strengthening Families Program (SFP) Workforce Coordinator is a full-time position of Children's Trust of South Carolina. This position is responsible for building awareness, providing education, and supporting activities that promote and implement the evidence-based Strengthening Families Program across the state.

This person will guide the provision of workforce development adherences and opportunities for all program partners to ensure high quality services are provided to families participating in SFP. This position will lead the planning and coordination of trainings, help design and inform targeted consultation, coordinate and facilitate peer to peer learning, and connect funded partners with available and applicable learning opportunities, with specific focus on performance measure outcomes, core competencies, staff engagement, and program fidelity.

As a member of the Children's Trust team, this role ensures that all duties and responsibilities are managed in a productive, timely, and professional manner.

This may be a remote position in the upstate region of South Carolina. The employee may work from home in Upstate South Carolina but should expect to attend multiple meetings and trainings in Columbia and conduct site visits.

Duties and Responsibilities

Site Coordination

Lead and support all assigned funded partners with implementation and fidelity/standards of SFP; conduct on-site visits as required, convene pre-implementation meetings before each cycle, provide, and document weekly technical assistance that uplifts the fidelity of the SFP curriculum; provide coaching, consultation, and technical assistance to assigned SFP implementing agencies.

Collaborate with SFP Site Coordinators to support funded partners in implementing SFP according to best practices and national standards to include continuous quality improvement (CQI), data collection and fidelity assurance for sites, and evaluation and research activities for SFP, as directed.

Ensure SFP partners comprehend requirements involved in the implementation of SFP with fidelity and accurately enter data into various systems; monitor partner participation in all required trainings.

Assist the SFP manager, grants development coordinator and finance team with the development and management of grant applications, budgets, and reports as needed; keep accurate files, records, and reports for partner monitoring and technical assistance activities.

Collaborate with SFP team members and the SFP manager on provider work plan development and accountability during new project development.

Intentionally work to integrate Children's Trust initiatives by fostering interdepartmental relationships by participating in core learning and professional development opportunities and applying concepts with local providers and community partners.

Remain abreast of best practices in SFP, developing trends in workforce support, and aware of innovative national and state practices.

Capture and share stories with SFP Operations Coordinator to ensure SFP opportunities are promoted with ample notice and detail; serve as a SFP content expert; seek out additional information to include in the quarterly SFP Periodical.

Workforce Development

Lead the planning, convening, and execution of workforce development activities for SFP and targeted training for special populations in collaboration with the SFP team and event planner, informed by data, network needs, and grant requirements; recurring events include the Advanced Learning Collaborative, network gatherings, Family Coach trainings, webinars, and consultation as needs arise; serve as the SFP representative on the biennial Building Hope for Children Conference planning committee.

Utilize and seek out relevant data sources to determine workforce development needs and opportunities; synthesize performance measure reports, technical assistance requests, yearly evaluation outcomes and the Wufoo/ QuickBase, and all other systems data reports to inform planning.

Collaborate with the SFP manager and other SFP team members, including contracted evaluation partners and technical assistance subcontractors, to identify training needs; research and identify content experts who can create, design, and deliver the training; participate in relevant calls to understand training needs and engage directly with providers to help tailor content to their needs.

Coordinate event and training logistics in collaboration with the event planner; prepare materials for trainings and events, including internal and external agendas, run-of-show plan, PowerPoint presentations; develop and manage online registration forms; initiate and execute contracts with speakers and agreements for acquiring CEUs; support communication with attendees, collect and maintain training/attendance data within the program database.

Manage training budgets and monitor expenses in collaboration with the grants accounting manager; collaborate with the SFP manager to determine future budget needs and execute trainings and events in accordance with predetermined budget plans and federal funding requirements.

Manage contractual partnerships with technical assistance partners, aimed at supporting targeted professional development, consultation, and technical assistance opportunities which support the provision of high quality services for families served; coordinate and participate in regular check in calls with contractors, accept and review progress reports, and collaborate with the SFP team to inform the annual design of contract deliverables aligned with the needs of service provision partners; develop, process, and document contracts annually.

General

Attend and present when appropriate at local, state, and national events to enhance knowledge and professional development, and to assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; participate on state boards, task forces and ad hoc committees when appropriate.

Protect and keep confidential proprietary information while working from home.

Participate in professional development programs to remain current in evidence-based service and workforce delivery and provision.

Attend corporate office meetings, activities, trainings, and events as required by the organization.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it

is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a bachelor's degree in education, social work, early childhood education, public health, mental health or other related fields and a minimum of five years related experience in evidence-based programming related to families and children in the fields of prevention or family support.

Bilingual in Spanish and English, preferred.

Good communication and consulting skills with a basic understanding of evaluation processes required; experience in leading groups is preferable.

Employ a command of adult learning theory with the ability to lead and guide others to develop new skills or knowledge that will enhance their work.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; and assist with writing grants and grant reports when needed.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, Zoom, and training engagement platforms such as Menti.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed; Evening travel and site visits are required.

This is a contract/grant funded position and subject to change.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describe the general purpose and responsibilities for this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

Strengthening Families Program Workforce Development Coordinator