

Home Visiting Manager

REPORTS TO: Director of Home Visiting

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia, South Carolina

Position Summary

Provides oversight and management functions for the Children's Trust of South Carolina's home visiting partner network and funded service provision in collaboration with the director of home visiting. This position will serve as lead for the statewide central administration for the Healthy Families America (HFA) program model multi-site system in South Carolina and supervise staff supporting the provision of high-quality program implementation through quality assurance and technical assistance to program partners across the state. Performs under minimal supervision, a wide variety of complex tasks requiring practical understanding of program, partnership building, evaluation, and office and staff management. Provides support to home visiting staff in collaboration with the director of home visiting.

Duties and Responsibilities

Under guidance from the director of home visiting, this person will coordinate the design and development and manage ongoing implementation of statewide central administration for a Healthy Families America multi-site program system in South Carolina. Central administration functions involve policy, training, quality assurance, technical assistance, evaluation, and administrative support to the system, as well as managing the affiliation and disaffiliation of system sites.

Manage home visiting partner grant process including site readiness, grant compliance, program performance, evaluation, reporting, renewal plans and budget; provide oversight of all grants, contracts and subcontracts related to service provision.

Utilize data to analyze and assess programs and program improvements; collaborate with the director of home visiting to assist principal investigators and co-principal investigators with overall day-to-day management of evaluation efforts in collaboration with the directors of research and evaluation.

Work closely with the finance team in collaboration with the director of home visiting to budget and monitor key programmatic operations to ensure sound fiscal and system management.

Participate in the hiring and selection process of team members; manage, develop and coach supervised team professionals, empowering them to elevate their levels of responsibility, span of control and performance; conduct performance development/evaluation processes with supervised staff; adhere to the documentation and policy standards of the organization for management tasks.

Collaborate with the director of home visiting and communications team to prioritize messaging and identify agreed upon timelines; review Children's Trust communications' collaterals to ensure messaging is up-to-date and relevant; inform the communications team of updates regularly; serve as a Children's Trust content expert on home visitation and early childhood initiatives.

Attend and present, when appropriate, at local, state, and national educational programming forums 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.

Use software platforms and systems, including but not limited to Trello, Microsoft Word and the Blackbaud suite of products, to plan, execute and report on work progress and products.

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

Qualifications

Have a bachelor's degree in social work, early childhood education, public health, mental health or other related fields and a minimum of five years related experience in program development working with families and children in the fields of prevention or family support; master's degree and a minimum of three years' experience with program management preferred. Spanish speaking fluency is also preferred.

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; manage budgets and assist with writing grants and grant reports when needed.

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.

Manage light to moderate carrying and lifting of items.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello and Zoom.

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

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

This is a grant 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 to 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.

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Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.