



Positive Parenting Program (Triple P) Manager

REPORTS TO: Chief Impact Officer

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia, South Carolina

Position Summary

Provides key oversight functions for Children's Trust of South Carolina's Triple P program and initiatives. Coordinate all Triple P activities and ensure that they are completed in an efficient, timely and professional manner. Identify and discuss problems that may arise in the coordination and implementation of all Triple P initiatives and facilitate solutions as needed. Support the capacity building efforts of internal team members and supervise a team. Perform under minimal supervision, a wide variety of complex tasks requiring practical understanding of program, partnership building, implementation support, evaluation, continuous quality improvement, and staff management.

Duties and Responsibilities

TRIPLE P

Lead the collaborative implementation of Triple P and the development of the Triple P South Carolina Practitioner Network. This initiative includes other responsible and accountable partners for governance, support, and delivery systems. Collaborate with the chief impact officer and funders to develop and lead the expansion of Triple P implementation in SC; collaborate with partners to support implementation science informed approaches to Triple P expansion; lead the expansion of training and technical assistance supports for Triple P practitioners.

Manage the internal goal setting and strategic planning for the Triple P initiative and ensure integration into the Children's Trust strategic plan.

Oversee monthly Triple P team meetings including scheduling, agenda preparation and facilitation, in collaboration with Triple P team members and other Children's Trust program and operations staff.

Provide on-going mentorship for Triple P coordinators so that they demonstrate an excellent command of model fidelity and implementation science and can function independently.

Coordinate public awareness activities with Children's Trust communications staff and relevant Triple P partners and represent Children's Trust as content expert for Triple P work; Oversee the writing, production and deployment of the Triple P South Carolina Newsletter; review Children's Trust communications' collaterals to ensure Triple P, is up-to- date and relevant; inform the communications team of updates regularly.

Coordinate, in conjunction with the chief impact officer, Triple P staff, and finance, all aspects of the Triple P competitive request for proposal process including site readiness, contract compliance, evaluation, reporting, renewal plans and budget; facilitate and support the chief impact officer and the director of grants and contracts to assure contracts and memoranda of agreements are processed and current.

Manage, troubleshoot and resolve any issues or concerns with Triple P subrecipients in coordination with the site coordinators and chief impact officer, act as a liaison between agencies and partners; coordinate site visits, new grantee orientations, and open enrollment trainings in tandem with Triple P coordinators; provide coaching, consultation, and technical assistance to Triple P implementing agencies, as needed.

In collaboration with finance and chief impact officer, oversee the Children's Trust budget/funding for Triple P, as provided by funders, including coordination of quarterly finance meetings and coordination with other internal departments.

Coordinate all aspects of the Triple P grant(s) including grant compliance, reporting, renewal plans, evaluation and budget; keep accurate records; support writing, coordination and reporting of funding applications with the grants development coordinator and director of grants and contract management and support grant research to secure additional and sustainable funding mechanisms.

Manage the day-to-day evaluation efforts in collaboration with site coordinators, network coordinator, and research and evaluation staff including data collection, monitoring and reporting; work collaboratively with research and evaluation staff and chief impact officer to review findings and communicate outcomes to a variety of stakeholders (e.g., coordinators, internal staff, funders; governance, support, and delivery systems);

Participate in calls and webinars regarding the Triple P initiative as needed.

Oversee the planning and execution of annual practitioner summits, learning collaboratives, and open enrollment trainings by engaging contracted and network partners and internal staff.

GENERAL LEADERSHIP

Keep up to date on relevant research, data, and best practice related to child maltreatment, ACEs, PCEs, Protective Factors, and child well-being.

Use strategic thinking to translate ideas and concepts from research and data into community initiatives, communications, and/or management efforts.

Assist with use of research and data for collaboration efforts.

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.

Support development office efforts through the thoughtful exploration of fundable program ideas and opportunities.

Keep accurate files, records, and reports for training and technical activities.

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

Fully support organizational efforts to create effective integration across all programs, across all departmental function areas, and participate in integration meetings as manager/program lead.

Attend corporate office meetings, activities, trainings, and events as required by the organization. Use software platforms and systems, including but not limited to Microsoft Office Suite, SharePoint, Trello, and QuickBase 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.

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.

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 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. Good communication and consulting skills with a strong understanding of evaluation processes are required. Experience in leading groups is preferable. A commitment to parent training services is important. Spanish speaking fluency is also preferred.

Serve as a representative for Triple P on a statewide basis.

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.

Work well in a team environment across multiple agencies and funding partners; demonstrate good judgement, empathy, adaptability, and level-headed, solution-focused attitude; be assertive and persuasive as necessary while maintaining positive and productive relationships.

Follow through with all projects and assignments and monitor attainment of objectives.

Exhibit strong computer literacy, proficient in all Microsoft Office Suite, SharePoint, Trello, and QuickBase.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina and nationally as needed.

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 of 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.