

GUIDELINES FOR POSITION

Position:	Associate Programs Director, Starting Range \$47,840-54,000 DOQ
Minimum Qualification:	Graduate Degree in Social Work or similar with licensure as LISW, LICSW, LPCC, LP or LMFT and minimum of three years experience managing delivery of mental health, adoption and/or foster care programs. Qualified candidates will have excellent communication and customer service skills, strong interpersonal skills, attention to detail and commitment to EVOLVE's Core Values, Core Focus, 10-Year Target, Marketing Strategy, 3-Year Picture, 1-Year Plan and Quarterly Rocks.
Position Purpose:	The Associate Programs Director will work collaboratively with agency Managers, Directors and Officers to ensure all Program Goals, Quarterly Rocks and Core Values are being met. This key team member will work in conjunction with the Programs Director to oversee daily staffing and operational tasks associated with program function and maintain, communicate and resolve related items on the Issues List.

Summary of position and essential functions and responsibilities: The primary role of EVOLVE's Associate Programs Director is managing and growing the agency's core programs: Adoption, Family & Youth Services, Foster Care and Pregnancy Services. Working closely with agency Officers and in regular collaborative roles with the Programs Director, Development & Communications Director and Finance Director, the Associate Programs Director is responsible for the operational success of our programs. This position is responsible for ensuring program development, implementation, quality control and evaluation. This includes overseeing program outreach that engages local, state and federal government, corporations and foundations, and the child welfare community in domestic and international adoption and foster care policy programming. The Associate Programs Director, in partnership with the Programs Director, supervises Managers and is responsible for the leadership and development of several support staff and interns, while overseeing a growing budget of approximately \$1.9 million.

1. Program Management

- Plan and execute the delivery of programs by setting weekly Level 10 Meetings with appropriate team members to develop and review Quarterly Rocks, as well as take appropriate actions to identify and mitigate Issues.
- Supervise monitoring of case progress, including pre and post placement/post adoption activities and timelines.
- Supervise the assessment of applications, approval of applicants into home study process, application screening phone calls and case assignment.

- Supervise the completion of quarterly file reviews to ensure compliance with all agency, licensing and accreditation requirements.
- Provide ongoing case consultation and case reviews.
- Review and improve foster/adoptive home study report process.
- Collaborate with local, national and international partners for purpose of program monitoring and oversight.
- Monitor and supervise program outcomes using statistical analysis and tracking to implement innovation when appropriate.
- Manage escalated client situations and refer to agency Officers, as needed.
- Work collaboratively with Program Managers to successfully complete all required program monitoring visits, licensing and accreditation processes.
- Other duties, as assigned by agency Officers.

2. Program Development

- Oversee innovation, guidance and facilitation of Program Outreach, Information Meetings, Training and Family Support Services.
- Participate and engage the community by leveraging opportunities to provide expert analysis, public speaking, opinion writing and other outreach to develop and support agency programs.
 - Includes meetings, presentations, conferences and vendor tables.
- Coordinate with the communications team to oversee the production of marketing and print materials, as well as other branding opportunities, including writing and editing materials.
- Coordinate with the communications team regarding the implementation social media and marketing strategy related to Program Goals, Core Values, Core Focus, 10-Year Target, Marketing Strategy, 3-Year Picture, 1-Year Plan, Quarterly Rocks and Issues.
- Participate in collaborative agency meetings, including management, finance, training, marketing and development meetings.

3. Team Member Management & Professional Development

- Supervise the interviewing, hiring and orientation of new team members.
- Provide weekly Level 10 Meetings to check in with team member To-Do List progress.
- Develop and review Quarterly Rocks, as well as take appropriate actions to identify and mitigate Issues.
- Supervise accurate and timely program(s) monitoring and complete performance reviews for all supervised program staff through the use of L-10 Meetings, Quarterly and Yearly Reviews.
- Work proactively and in collaboration with Program Managers, Directors and Officers on the hiring of essential consultants and program staff throughout the year.