

York County Community Action Corp.

DIRECTOR OF CHILDREN'S SERVICES

Job Description

REPORTS TO: Chief Program Officer

STATUS: Full-time; Exempt

PAY GRADE: 10

PURPOSE: The Director of Children's Services manages the Children's Services Department and acts as the WIC Program Director. The Director ensures alignment with the agency's mission and strategic plan. The Director develops and implements strategies to ensure that York County children receive a strong start and are ready for school. This includes programs and services to meet the needs of young children and their families, as well as strategies to support the quality and sustainability of York County early care and education programs. The Director also nurtures and maintains relationships with local, state and national partners. Finally, in conjunction with the Head Start Director and WIC Coordinator/Office managers, the Director of Children's Services ensures the effective day to day operations of Children's Services programs; prepares and manages the Department budget; and manages contracts and reporting for WIC.

RESPONSIBILITIES:

1. Understand local needs and barriers to school readiness and early childhood well-being, including those experienced by parents/caregivers; be aware of national trends and best practices related to the Department's objectives, and identify opportunities to support those objectives.
2. Develop, implement strategies and seek out additional opportunities and funding.
3. Drive all department objectives forward support the quality and sustainability of York County early care and education programs; and advance YCCAC's mission.
4. Supervise 3 direct reports.
5. Ensure the effective day to day operations of programs in the Children's Services Department; as well as coordination and integration of Children's Services programs with other agency activities and other programs in the community.
6. Create, nurture and maintain ties with community partners. Initiate and participate in community collaborations to address school readiness and child well-being issues.
7. Act as the state contact and lead for the WIC contract; develop, prepare, administer, manage the WIC and Department budgets; responds to state and citizen inquires.
8. Coordinate and manage the WIC program to including all talent oversight and onboarding. Monitor, prepare and submit the WIC contract and budget; and overseeing WIC computer information system.
9. Ensure compliance with State and Federal WIC and Head Start regulations
10. Oversee effective management of contracts and preparation of all reports required to guarantee funding
11. Submit quarterly Board report for the Department.
12. Support the mission of the organization in supporting both the coordination and integration of services and programs; to include supporting the agency community assessment to ensure the organization's planning efforts include appropriate priorities and ensure that Head Start community assessment requirements are met.

13. Attend mandatory monthly WIC State meetings and if not available ensure that a member of the WIC team is present.
14. Serve as an active and collaborative member of the Senior Management Team.
15. Adhere to all program policies and Code of Conduct.
16. Perform other duties as assigned, or as necessary to fulfill the position.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS:

The Director of Children's Services must have:

1. A Bachelor's Degree in Early Childhood Education, Child Development, social welfare, public administration, Human Resources, Nutrition, day care administration, or one of the social or Health sciences; a master's degree is preferred;
2. Public Health, supervisory and management experience is required;
3. An understanding of school readiness and early childhood well-being, as well as the role that parents/caregivers play in children's successful development;
4. Strong experience with early childhood systems;
5. Experience in human services program management, including program planning, operations, evaluation, reporting, budgeting and the use of management information systems;
6. Childcare or Head Start program leadership experience preferred (3-5 years);
7. Knowledge of community resources and successful experience working in a team setting;
8. Regular access to a reliable vehicle, as well as the ability to work a flexible schedule including some evenings and/or weekends;
9. Proficient in Microsoft Office Suite, including Outlook, Excel, Word;
10. Confidentiality is a requirement of this position;
11. Willingness and ability to travel occasionally in and out of state;
12. Must not have an active record on the System for Award Management (SAM) website.

DESIRED SKILLS AND COMPETENCIES:

- Innovative Leader - Knowledge and ability to create and adapt to change by use of imagination, problem-solving, and strategic design
- Dynamic Leadership - Ability and willingness to lead with integrity, confidence, and with a client-centered approach to compliance and risk management
- Attention to Detail - Proven experience in a position requiring accuracy, attention to details and thoroughness
- Dependability - Demonstrated ability to accomplish deliverables, maintain accountability, and ability to achieve results
- Cooperation - Must enjoy working in a collaborative environment
- Communication – Excellent written and oral skills

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Director of Operations any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Director of Children’s Services** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a one (1) month notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Director of Children’s Services and understand the responsibilities that are required.

Employee (print) name_____

Employee Signature_____

Date_____