

**JOB DESCRIPTION**  
**JOB TITLE: Director of Community Engagement**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

The Director of Community Engagement is responsible for leading internal and external engagement by building relationships and coordinating activities to engage the community, stakeholders, and families. This leader is instrumental in identifying service gaps in the system and formulating, developing, and implementing strategies within the community to address those gaps.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for overseeing the strategic planning and engagement of all facets of the community to inform, inspire, and engage them in the process of service delivery to the children from the community.

Responsible for developing and maintaining positive working relationships with community stakeholders and providers.

Responsible for engagement with court systems, CASA, CPS, and other stakeholders in addressing the needs of children.

Responsible for overall strategies to stabilize placements and reduce the number of moves for children within the system.

Responsible for overall strategies to address permanency goals for children and to facilitate reunification, kinship placement, or adoption services.

Responsible for overall strategies to address services to support Independent Living for older youth in the system.

Responsible for ongoing development of training needs.

Development of the necessary system to support the data gathering and data analysis needs of provider care.

Develops strong relationships with internal departments to ensure quality of service delivery.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

**SUPERVISION:**

Responsible for the direct supervision of Community Engagement Supervisors. Included in the chain of command are Child Advocates, Community Advocates, Family Finders, and Training Specialists.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

A master's degree in a human services field (preferred).

A bachelor's degree in human services field plus three years' progressive experience in Child Welfare.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from clients, care providers, or regulatory agencies.

Ability to effectively present information to management and public groups.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Works to develop and maintain a positive working relationship with the community, stakeholders, and providers to ensure families and children in care receive the highest quality of service.

Responsible for the planning, programming of the community engagement department.

Responsible for the development of short, intermediate, and long-range plans and goals of the community engagement department.

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Employee Printed Name

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Date

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Employee Signature