

JOB DESCRIPTION
JOB TITLE: Community Engagement Manager

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Supervises the community engagement specialists, TX POP Coordinator, and other grant funded positions. Ensures that Community Engagement Specialists have an active role in the community and work collaboratively with all child placing agencies, contracted providers, and other external stakeholders. Performs the following duties directly or through subordinates.

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

Provides regular and consistent supervision of assigned staff and provides opportunities for their professional development.

Ensures the department is adequately staffed to facilitate community engagement activities, appropriate services to children and youth in care, and achieving of permanency plans.

Provides recommendations to senior staff on initiatives and ideas regarding quality improvement activities within Community engagement's scope of responsibilities.

Maintains a close working relationship with public and private agencies involved in providing services/support to children and families. Oversees identification and development of community partnership to provide adequate placement and services resources within Region 3.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Coordinates with agency's Quality Management Department to identify new contracted placement providers and client service providers.

Liaisons with the Provider Network to ensure adequate foster parent recruitment efforts & activities are taking place across Region 3.

Coordinates efforts with Child Welfare Boards to maximize opportunities for children in care in Region 3.

Manages retention efforts of foster parents by hosting foster parent listening sessions and other events designed to keep foster parents engaged and active.

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.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with federal, state, and/or COA requirements.

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:

Bachelor's degree in business-related or social services field with a minimum of two years of experience in child welfare or managed care required. Master's degree preferred.

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 required.

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 frequently lift and/or move up to 10 pounds and 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

Provides regular and consistent supervision of staff in the community engagement department and provides opportunities for the professional development of assigned staff.

Ensures the department is adequately staffed to facilitate community engagement activities, appropriate services to children and youth in care, and achieving permanency plans.

Employee Printed Name

Date

Employee Signature