

Children and Families First Director

Position Overview

Under direction of the Lorain County Children and Families First Council (“LCCFFC”), the Director oversees and directs the Council’s grant programs, supervises staff, analyzes data, recommends changes in programs, designs organizational structure needed to implement programs and complete goals, and prepares and presents reports.

Essential functions:

- Directs programs and other activities of LCCFFC’s grant program. Design and develop organizational structure, procedure and process for implementing goals;
- Recommends changes in programs or process; set goals for programs; predicts and monitors time lines.
- Implements and evaluates the county system of care for multi-system youth and their families facilitating case management meetings and encouraging a collaborative cross system effort and cooperation among attending agencies;
- Identifies revenue and funding sources; determines necessary staff, training and finances to achieve goals; develops a plan for use of grant money;
- Gathers and analyzes data for trends and patterns; maintains records and logs; writes grants.
- Maintains effective relationship with public officials and families, provides technical advice and identify potential problems and provide solutions.
- Provide public relations duties as deemed necessary; consult with the community, screen potential referrals of service through Council and provision of direct service to identified families and needed.
- Attend workshops/seminars, conferences and training sessions as required;
- Plan, write, and produce annual report;
- Plan and complete RFP process from start to completion as needed;
- Negotiate grant conditions with state officials;
- Review literature in order to keep current on services, programs, regulations and laws relating to children and families. Communicates all information to LCCFFC.
- Assists local agencies in coordinating with Early Intervention, a central intake and referral service.
- Assess and report to LCCFFC the service needs of families on a regular basis.
- Active Board Member responsible for the management of the Ohio Childrens’ Trust Fund.
- Administers, manages, and coordinates Council’s daily business
- Implements Council policy
- Establishes and maintains Council record system and membership list
- Coordinates and supports activities of the Council and all standing and ad hoc committees through such methods as production of work documents, distribution of minutes, follow up designated tasks
- Attends all committee meetings and provides information services to the committees, advises the Council regarding the development of organizational policies and procedures.
- Provides services to Council members
- Promotes, recruits and retains members

- Plans Council business meetings
- Provides orientation and education to new Council members
- Other duties and responsibilities as required and assigned.

Supervisory:

- Supervises LCCFFC personnel by scheduling and assigning work, evaluating job performance, approving or denying leave requests, providing training, and receiving and attempting to resolve grievances (if applicable);
- Ability to give direction.

Knowledge, Skills and Abilities:

- Understanding and skills in treatment planning for children with various physical, psychological, behavioral, educational and developmental disabilities.
- Superior communication skills including the ability to speak to groups and make public presentations;
- Ability to collaborate on a statewide level;
- Knowledge of accounting and budgets;
- Ability to maintain confidentiality and handle sensitive issues with discretion;
- Ability to travel and stay overnight;
- Ability to write budgets;
- Knowledge of local government, government structure and process, and state and federal programs;
- Mastery of ORC 121.37;
- Ability to communicate effectively, comprehend financial reports and statistical reports;
- Understand and interpret law as relates to grants and funding.

Qualifications, Education and Experience:

- Bachelor's degree in social, behavioral science or public relations or a related field or equivalent experience with three years of research and analysis experience; Master's degree preferred;
- Knowledge of county child-serving systems, with a knowledge of Lorain County's child-serving systems desired;
- Knowledge of/experience with coordination and/or funding of services for multi-system youth preferred;
- A minimum of three years' experience in supervision/management;
- Proven oral and written communication skills;
- Valid Ohio driver's license and an acceptable driving record;
- Satisfactory criminal records check.

Certifications and Licensure:

- Beginning in 2022, certification as a Contract Manager through DODD is required.

Equipment/Tools Used:

- Computer and related software including Microsoft products;
- A variety of office machines to write grants.

Physical Requirements:

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 frequently sits at a desk working on a computer for prolonged periods of time but may involve walking or standing for brief periods of time. Ability to exert up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.

Work Conditions:

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. Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.