



Jewish Family and Children's Services

Director, Center for Children and Youth

San Francisco, CA

Background

Jewish Family and Children's Services (JFCS) is one of the oldest and largest human service institutions in the United States. Founded in 1850 by immigrant pioneers, JFCS today continues to be an extended family of care, serving thousands of people annually with the highest-quality, research-based social services.

For more information on JFCS, go to <https://www.jfcs.org>.

Center for Children and Youth

JFCS is seeking a Director to lead a major new initiative, consolidating and expand its services to children and youth under the newly established JFCS Center for Children and Youth

The past decades have seen devastating increases in children and families experiencing mental health, learning and developmental challenges. This has resulted in high levels of stress, depression, drug use and suicide – in youth across the country.

CCY will lead the way in expanding mental health and social support services for Bay Area children, teens and families. Through this initiative we will bring together under one umbrella four critical and interconnected program pillars needed to truly make an impact, including parent education, clinical services, research based professional training and public policy change through advocacy. The goal of CCY is to improve mental health and well-being not only of individuals and families, but also effect cultural change that positively impacts the destiny of the next generation in our state and ultimately the nation.

Position

The Director, Center for Children and Youth, (CCY) has agency-wide leadership responsibility for services to children and youth at Jewish Family and Children's Services. S/he is JFCS' senior professional for this division of the agency and is responsible for providing vision and strategic leadership to this program division in order to create a national model for integrated care for children and families. Responsibilities include oversight and supervision of Parents Place, Children's Clinical Services, the Child Training Institute and advocacy for children and families, in order to support JFCS to achieve its mission and goals. The Director oversees program quality and establishment and achievement of financial goals for assigned programs.

The Director of Children's Services reports to Associate Executive Director and in cooperation with the CFO, Marketing and Communications, and Development Directors. The Director, JFCS Center for Children and Youth, understands and works to fulfill the mission of Jewish Family and Children's Services.

Responsibilities

Program Development and Implementation:

- Provides leadership and initiative in expansion of programs and services for children, youth and families, ensuring best practice services across all program areas.
- Elevates the profile of the Center for Children and Youth, building academic and research partnerships to establish the Center as center of excellence in serving children and youth.
- Develops and implements comprehensive, written, business plans that outline goals, objectives and activities that will predict and insure appropriate maintenance of services to children, youth and families.
- Assures that fee income, service goals and revenue expectations are met in assigned areas in compliance with JFCS' Work Plan and Operating Budget; regularly monitors department budgets and provides monthly reports of budgetary variances.
- Continually evaluates the effectiveness of program performance against market constraints and changes, and revises the business development plans to take corrective action as appropriate. Recommends program modifications and/or enhancements as indicated and in response to community need.

Community Relations:

- Staffs lay and professional advisory committees and expert panels to support the work of the Center.
- Develops strong collaborations with agencies, organizations and government leaders to address community-wide challenges.
- Effectively represents the Center for Children and Youth in the community.
- Provides leadership in assessing community needs and in program planning, by maintaining relationships with Jewish and non-Jewish agencies in areas assigned.

Development and Marketing:

- In collaboration with Development and Marketing staff, creates and maintain support for development activities including fundraising and public relations in order to increase engagement with and monetary support for the Center for Children and Youth.
- Develops opportunities to seek grant funding for specific projects.
- Works closely with the Marketing staff on any rebranding and

Operations:

- Insures that operations are organized efficiently throughout the areas assigned; and that the procedures, policies, information, materials and activities are uniform.
- Implements quality assurance plans for services provided and monitors quality of service.
- Oversees the development of program materials, including forms, training and procedural manuals, and checklists, as needed, in consultation with other appropriate staff.
- Implements and administers all program components in compliance with goals, objectives and the Agency's Work Plan.

Employee Management:

- Fosters a spirit of teamwork and unity among department members that allows for cultivating ideas, expeditious resolution of conflict, and the appreciation of diversity.

- Leads employees using a performance management and development process that provides an overall framework to encourage employee contribution, goal setting, and feedback. Meets the annual performance evaluation of staff in compliance with JFCS standards.
- Ensures that designated staff complies with Agency standards for record keeping, client access to records and confidentiality and interprets Agency policies to staff.
- Implements and administers all program components in compliance with goals, objectives and the Agency's Work Plan.
- Coordinates staff training and staff development in the assigned area, in compliance with the JFCS Work Plan to maximize staff learning and professional development.
- Complies with the Jewish Family and Children's Services Policy and Procedures Manual, as well as agency health and safety standards for clients, employees, and the facility.

Qualifications

- Experience at an executive level at an agency or organization that delivers services to children and youth
- Proven leadership in program management experience, including experience providing oversight and direction to multi-disciplinary staff serving children, youth, and families in an academic, clinical or social service setting
- Expert public speaking skills, able to deliver lectures on child development related topics to lay and professional audiences
- Previous experience in developing and implementing a business and program plan, including establishment and achievement of financial projections.
- Previous experience in successfully engaging with thought leaders, academics, donors and other professionals in the human services field.
- Knowledge of Jewish tradition and culture.
- The person in this position requires effective communication with clients, JFCS staff and outside customers. Must be able to exchange accurate verbal or written information in varying situations.
- Able to travel to all regions served by JFCS as needed to accomplish departmental activities.
- Advanced degree in child-related specialty field required.

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.

- Must be able to remain in a stationary position 50% of the time.
- Walking, standing, twisting and bending for brief periods of time.
- Occasional reaching and/or grasping using hands and/or arms.
- Ability to lift, carry, bend, stoop, push or pull. May be required to lift up to 10 pounds.
- May be required to ascend/descend stairs.
- Regular use of hands requiring dexterity in using the telephone, computer keyboard, mouse or calculator.
- Visual ability to read documents and computer monitor.
- Exposure to low to moderate noise levels characteristic of working in an office environment.

This position description is based upon material provided by Jewish Family and Children's Services of San Francisco, the Peninsula, Marin and Sonoma Counties, an equal opportunity employer.

Sarah Raful Whinston, *Search Consultant*

To apply to this position please visit www.DRGsearch.com