



Positive Family Connections Program Manager - PPM II TLT

DEPARTMENT: DCHS - Community & Human Services
DIVISION: Children & Youth Services
SALARY: \$37.42 - \$47.44 Hourly
LOCATION: Central Building - 810 3rd Avenue, Seattle
JOB TYPE: Term Limited Temporary, Full Time, 40 hrs/wk
CLOSING DATE: 07/19/20 11:59 PM

SUMMARY:

The Department of Community and Human Services (DCHS) values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experiences.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

Best Starts for Kids (BSK) is King County's initiative to improve the health and well-being of residents by investing in promotion, prevention and early intervention for children, youth, families, and communities (www.kingcounty.gov/beststarts). Implementation of BSK is guided by the BSK Implementation Plan approved by the King County Council in September 2016.

Who May Apply: This position is open to all qualified candidates who meet the minimum qualifications.

Required Materials: Candidates who wish to be considered for this position must submit a complete online King County application and respond to the supplemental questions.

Work Schedule/Conditions: This position (nonexempt) is Monday through Friday, from 8:00am - 5:00pm with a one-hour unpaid meal period. This is a Term Limited Temporary (TLT) position expected to end on approximately 12/31/21.

Recruiter: Susan Churchill at susan.churchill@kingcounty.gov

JOB DUTIES:

- Prepare, administer, manage and monitor contracts with community-based family engagement organizations which ensure compliance while building strong partnerships for mutual learning.
- Provide technical assistance to contracting agencies and prospective contracting agencies on project implementation.

- Gather and analyze data related to family engagement efforts for evaluation and continuous improvement, working closely with the 5-24 Program and Policy Manager and the BSK Evaluation team in making project/program policy recommendations.
- As directed, participate in interagency as well as local committees and task forces and provide information regarding BSK to the public.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities and populations.
2. Knowledge of family engagement field and demonstrated capacity for building strong relationships with family engagement focused organizations.
3. Experience working with community to build partnerships and gain understanding of unique community needs.
4. Strong communication skills.
5. Ability to work as a member of a team, and both internally and externally with other jurisdictions and service providers.
6. Experience with contract development and management.
7. Skill in gathering and using data utilizing a computer and other tools.
8. Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
9. Proficiency in Microsoft 2010 Word, Excel, and Outlook
10. Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020SC11822
POSITIVE FAMILY CONNECTIONS PROGRAM MANAGER -
PPM II TLT

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