



Job Title: Safe at Home Program Manager, Marion & Polk Early Learning Hub (MPELH)
STATUS: Full Time/Exempt
SALARY: \$55,000 - 60,000
REPORTS TO: Marion & Polk Early Learning Hub Executive Director

ORGANIZATION OVERVIEW:

Marion & Polk Early Learning Hub, Inc. (MPELH) is a nonprofit organization focused on helping to ensure children ages 0-5 are safe, healthy and eager to learn, and every family is strong and resilient. MPELH is a backbone organization that connects resources, programs and families to ensure better outcomes for young children. MPELH and a wide cross-section of partners partners have committed to three primary goals driving the work:

- Children are more ready for kindergarten
- Families are stable and attached
- Services are coordinated and effective

MPELH is also the backbone organization for the Parenting Hub for Marion County. The Parenting Hub work is focused on bringing parent education opportunities to create and sustain a strong system of parent education and support so that parents, as their child's first teacher, are effective and children are safe and school ready.

PROGRAM SUMMARY:

The goal of the Safe at Home pilot project is to expedite child-family reunification while the family and the Oregon Department of Human Services (ODHS) work to ensure family stability and child safety. Safe at Home will expand the ODHS Safety Service Provider (SSP) role beyond the family's network. To achieve its goal, Safe at Home will recruit and manage a pool of volunteer Family Partners (FPs) from the community.

This is a new program being piloted in Marion County.

GENERAL POSITION SUMMARY:

The Program Manager's (PM) primary responsibility is to effectively manage all elements of the Safe at Home program, especially FP support of families in close coordination with MPELH, ODHS, and CP3 (the foundation supporting the pilot program). The PM will recruit, train, deploy, and oversee the volunteer Family Partners (FPs). The PM is responsible for community outreach, volunteer recruitment and management, coordination with ODHS, data maintenance, reporting,

and special events. The Program Manager must have the ability to engage, energize and support volunteers; and work in partnership with ODHS and other partners to support the wellbeing of children and families.

RESPONSIBILITIES:

Program Oversight

- Recruit, train, and supervise a diverse pool of FPs (approximately 10-15 volunteers). This includes developing and implementing an onboarding and program for FPs.
- Match families with FPs who would best suit the needs and culture of each family and the safety plan. Make any needed adjustments as necessary to maintain and enhance performance as the program develops.
- Ensure equity lens and cultural sensitivity to the unique needs of each child and family is applied.
- Develop a strong, trust-based partnership with ODHS counterparts to ensure the success of the program.
- Make suggestions and provide input on improving the *Safe at Home* program to facilitate its rollout to other counties.

Performance Management and Reporting:

- Document, monitor, and evaluate performance measures per the CP3-MPELH *Safe at Home* agreement.
- Ensure appropriate written case notes/reports required by ODHS.
- Utilize performance data to inform modifications in approaches with FPs and families, in consultation with the MPELH ED and CP3 ED.
- Maintain case files in a confidential manner.
- Develop and submit reports as outlined in the CP3-MPELH agreement for *Safe at Home*, with the approval of the MPELH ED.

Representation & Communication

- Organize events to build community awareness and support of *Safe at Home*.
- Represent *Safe at Home* at community events.
- Facilitate and ensure timely, effective, and efficient communication and information flow between *Safe at Home*, MPELH, ODHS and CP3.
- Develop and nurture culturally sensitive relationships with FPs, families and community networks.

SKILLS & QUALIFICATIONS:

- Bachelor's degree in related field preferred OR Associates degree required AND at least three (3) years of relevant, progressively responsible social work, social services work, program planning, operations and/or management experience that includes two (2) years of staff management and/or supervision OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

- Prior experience in social services, especially the fields of child abuse, child development, and volunteer program management preferred.
- Bilingual (English/Spanish speaking) candidates preferred.
- Proven skills in project management. Critical and proactive thinking and ability to undertake future planning. Ability to analyze, prioritize, problem solve, and recommend solutions to complex problems.
- Excellent written and oral communication skills; and effective presentation skills.
- Ability to establish an effective relationship with ODHS. Skill in working with all levels of decision-makers and stakeholders at ODHS and in the community.
- Skill in identifying community resources, recruiting volunteers and evaluating individual and program effectiveness. Knowledge of trends and practices in volunteer recruitment, training and retention.
- Ability to support and coach volunteers on their cases - problem solve, brainstorm -- through a combination of life experience, professional experience, and training.
- Demonstrate respect for all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender. A commitment to diversity, equity and inclusion. The ability to work well with diverse groups, including people struggling with poverty, drug addiction, abuse and neglect. Must be able to handle emotionally challenging case content and subject matter.

WORKING ENVIRONMENT:

Due to the pandemic, this position may often work remote/from home periodically. Computer and other telecommuting equipment will be provided. Frequent non-traditional work hour activities including community forums, work sessions, and one-on-one visits during evenings or weekends will occur.

ADDITIONAL REQUIREMENTS:

Covid-19 vaccine required for employment. The successful candidate will be asked to provide evidence of their ability to legally work in the U.S. The successful candidate must have a reliable vehicle for work-related use and provide evidence of required auto insurance at requisite levels. The successful candidate will be required to complete a criminal background check.

SALARY & BENEFITS:

The position is Executive in its responsibilities, qualifications and hours. Expected salary range of \$55,000-\$60,000 commensurate with qualifications and experience.

MPELH offers a benefits package that includes Paid Time Off (PTO), medical/dental/vision health benefits for full-time employees and their spouse/dependents and a company provided retirement/tax deferred compensation plan.

TO APPLY:

Send cover letter, resume and references to Lisa Harnisch at lharnisch@earlylearninghub.org.