

Child and Family Charities  
Position Opportunity

**Position:** Director, Child Welfare Services

**Position Summary:** The person in this position will be responsible for providing leadership and direct supervision to child welfare staff. The overarching responsibility is to ensure that services are carried out in accordance with agency mission and values as well as policies and standards set by funding and contract sources.

**Qualifications:**

- **Education and Experience:** Master's Degree in Social Work or equivalent and at least two years of related experience in direct service and supervision required. Completion of relevant Child Welfare Training Institute (CWTI) curriculum desired.
- Proven experience attending to, and following through on, details related to budgets, contracts and licensing regulations.
- Sensitive and responsive to the cultural differences in the organizations service population.

**PRIMARY RESPONSIBILITIES**

**Administrative**

- Directs the day-to-day operations of the child welfare services division.
- Represents the agency's programs and services in the community as appropriate
- Assists in the development and monitoring of assigned program budget(s).
- Keeps agency administration informed of program issues, needs, trends, and any unusual incidents.
- Supervise staff; provide regular supervision and ensure high quality care for foster and adoptive children and comprehensive support for parents.
- Oversee strategic growth in program.

**Attributes**

- Ability to work and thrive in the child welfare arena – where rapid change, fast pace, multiple demands, high intensity, and scarcity of resources are commonplace.
- Willingness to flex schedule according to the needs of the agency.
- Excellent writing, speaking, presentation, and interpersonal skills.
- Computer competency including high proficiency using Microsoft Office software.
- Total compatibility with a management team model that values a high level of collaboration, communication, participation, and mutual accountability.

**Compensation:** Competitive salary and fringe benefits.

**To Apply:** Submit cover letter and resume to:

Child and Family Charities  
Director of Administration,  
4287 Five Oaks Drive  
Lansing, MI, 48911  
[liz@childandfamily.org](mailto:liz@childandfamily.org)

***Child and Family Charities is an Equal Opportunity Employer***

*We value diversity, cultural competence, and teamwork*