

## Child and Family Charities

### Position Opportunity

**Position:** Division Director, Child Welfare Services

**Child Welfare Program Philosophy:** to provide permanency (via reunification, adoption or guardianship) for youth who have been placed in out of home care as a result of abuse and neglect. Services include providing safe foster family homes where youth may thrive and develop; case planning and implementation which assist biological families to address the areas of concern which led to the child removal.

**Position Summary:** 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, state licensing authorities, and the Council on Accreditation.

**Education and Experience:** Master's Degree in Social Work or equivalent experience or degree. At least three years of related experience in direct service and supervision required. Completion of relevant Child Welfare Training Institute (CWTI) curriculum desired.

#### DETAIL OF PRIMARY RESPONSIBILITIES

##### Administrative

- Directs the day-to-day operations of the child welfare services division. Responsible for the direct supervision of the child welfare supervisors and staff
- Monitors quality of overall service delivery and maintenance of accurate record keeping systems by conducting periodic program, service, information system, and case file audits.
- Serves as a member of the agency's Leadership Team, works on assigned committees, completes special projects, and participates in agency decision-making as needed.
- Represents the agency's programs and services in the community as appropriate via participation in interagency committees and task forces, public speaking, interaction with the media, and timely response to community inquiries for information.
- Manages program(s) within budget constraints, approving or denying expenditures in accordance with agency policy, program criteria and/or budget guidelines.

##### 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.
- An understanding of and belief in the agency's mission, vision, values, and services.
- Total compatibility with a management team model that values a high level of collaboration, communication, participation, and mutual accountability.

**To Apply:** Submit cover letter and resume to: Director of Administration  
Child and Family Charities  
4287 Five Oaks Drive  
Lansing, MI, 48911  
[liz@childandfamily.org](mailto:liz@childandfamily.org)

*Child and Family Charities is an Equal Opportunity Employer  
In our agency and the communities we serve, we celebrate and value diversity, equity, and inclusion.*