

JOB DESCRIPTION (Revised March 2013)

Position Title: Director of Youth and Family Engagement

Supervised by: SOC-EXP Project Director

Duties and Responsibilities:

Responsible for assisting the Project Director in coordinating family and youth engagement needs to support of the development and implementation of the Tennessee System of Care Statewide Expansion Initiative.

Duties Include:

- Work closely with the Project Director and Lead Evaluator to accomplish grant goals and objectives.
- Ensure youth and families are engaged in all aspects of the TN-SOCSEI, including, planning, training, evaluation, and outreach efforts.
- Working with state and county officials to develop sound policies and fiscal incentives for community-based SOC implementation efforts for children/families.
- Work closely with and provides leadership to the SOC implementation team to coordinate and oversee the development of the SOC-TA Center, strategic financing plan and statewide SOC expansion implementation efforts.
- Develop and continue to refine the mission and vision of the statewide system of care values and philosophy of family-driven.
- Keep the System of Care informed of barriers to effectively implement and expand the family-driven statewide system of care.
- Participate in training programs, task forces and committees at a local, state and/or national level that will enhance the provision of implementation of SOC for families and youth.
- Work with the Lead Evaluator to ensure evaluation activities are family-driven and youth-guided.
- Monitor and manage family driven implementation budget as necessary.
- Work with Project Director to complete various reports as requested by the TN-SOCSEI, the CCMH, and/or the Principal Investigator.

Qualifications: Bachelor's degree in management and/or 3 years of life experience in the field of non-profit organization management preferred, and/or supervisory experience in family program planning development, coordination, and training. Parent or caregiver of a child (or children) who has/have received services from one or more of the SOC community's child serving agencies.

Knowledge and Skills Required: Understanding of system of care values and principles. Outstanding written and verbal communication skills. Ability to conduct presentations in front of large audiences. Ability to effectively manage multiple priorities simultaneously, Ability to effectively communicate to various internal and external audiences both in person, and through various electronic media.