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<b>Job Title</b>	Program Director
<b>PVN ID</b>	HC-2006-003620
<b>Category</b>	Managerial and Professional
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Silberman School of Social Work
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$110,000.00 - \$110,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 15, 2021 (Or Until Filled)

## General Description

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The National Center for Child Welfare Excellence, Silberman School of Social Work at Hunter College through an exciting partnership with New York City Administration for Children Services (ACS) develops, implements and evaluates transfer of learning strategies for the ACS Office of Training and Workforce Development. The Office of Training and Workforce Development is housed within the Division of Policy, Planning, and Measurement at ACS and includes both the ACS James Satterwhite Academy (JSA) and the ACS Workforce Institute (WI). The ACS James Satterwhite Academy focuses on establishing the foundations of fundamental practice for newly hired direct service staff and supervisors. Founded in 1987, the James Satterwhite Academy, named for its first executive director, is a national leader in child welfare and juvenile justice training and professional development. The ACS Workforce Institute provides ongoing professional skills development of direct service staff and supervisors at ACS and its many partner agencies across the child welfare and juvenile justice sectors. Developed in 2016, the Institute is a partnership between ACS and the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work). Together, the ACS James Satterwhite Academy and the ACS Workforce Institute provide foundational and continuous learning for child welfare and juvenile justice direct service staff and supervisors. For more information, visit the [Office of Training and Workforce Development's website](#).

Through the Silberman School of Social Work and ACS partnership, the Program Director will lead a dynamic team responsible for implementing the *Supporting Knowledge into Practice (SKIP) Initiative*. The Program Director is responsible for managing a team of 17 professionals charged with implementing an array of transfer of learning interventions designed to support the consistent and competent use of core skills for supervisors and staff working within the Division of Child Protection and Division of Youth and Family Justice. Core skills include coaching for supervisors and managers, and interpersonal helping skills (e.g., strengths-based engagement, foundational motivational interviewing) and effective safety and risk assessment and decision-making skills for direct service staff. The Program Director works collaboratively with the Office of Training and Workforce Development, the Division of Child Protection (DCP), and the Division of Youth and Family Justice (DYFJ) in order to ensure successful implementation of strategies with transparent feedback loops.

## Other Duties

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- Supervising, coaching and managing a team of Senior Implementation Managers to successfully implement an array of transfer of learning interventions with DCP and DYFJ supervisors and
- Collaborating with the James Satterwhite Academy leadership to ensure successful implementation of strategies to support the on-the-job learning component of the Child Protective Specialist onboarding program.
- Liaising and collaborating with senior leaders in DCP and DYFJ to design and implement the transfer of learning strategies.
- Providing input into the development of evaluation tools used to measure the impact and benefits of coach approach and transfer of learning
- Contributing to the design of transfer of learning
- Using data to inform programmatic decision making and re-adjusting strategies as needed to support the successful implementation of the project
- Using effective project management tools and techniques to manage the program's implementation
- Ensuring adherence to all CUNY Research Foundation policies and
- Serving on the ACS WI Strategy Team to support the shift to a participatory and coaching
- Public speaking regarding the initiatives described
- Attending meetings with CUNY and ACS leadership, as required and necessary to fulfill the functions of this

## Qualifications

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- Master's Degree in Social Work, Counseling, Psychology, Education, Public Administration or related field
- Minimum of 10 years of management experience
- Minimum of 5 years of public and/or private agency experience working within a child welfare or juvenile justice system
- Demonstrated experience supervising and managing productive, collaborative teams
- Demonstrated experience managing stakeholder relationships, including clients and partner organizations
- Demonstrated experience using project management tools and techniques to manage

implementation and quality to required specifications

- Proven ability to carry out complex assignments and adapt to changing situations and priorities
- Proven ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment
- Superior oral and written communication skills
- Sensitivity and experience working with diverse cultural and linguistic populations
- Preference for candidates with supervisory or management coaching experience
- Advanced knowledge of MS Office (e.g.: Microsoft Word, Excel, PowerPoint) preferred

**Hours:** 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

**Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume, and contact information for three references.**

All staff working on this initiative in partnership with the ACS WI will be employees of the Research Foundation of the City University of New York. Employment is contingent on satisfactory clearances.

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