



JOB DESCRIPTION

<u>TITLE:</u>	Chief Program Officer
<u>CATEGORY/DEPT:</u>	Agency Wide
<u>REPORTS TO:</u>	Chief Executive Officer
<u>REPORTING STAFF:</u>	Yes
<u>STATUS:</u>	Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including mental health services, educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Chief Program Officer (CPO) reports to and partners with the CEO in both a programmatic and administrative capacity. The CPO is responsible for overseeing and ensuring effective program management, including ensuring alignment with funder mandates and Council on Accreditation best practice standards. The CPO acts as Allies' HIPAA Compliance Officer and Custodian of Records. The CPO reviews programs on an ongoing basis, and identifies opportunities/leads efforts to reach new populations through expansion of clinical programs. The CPO is an integral member of the Allies Senior Leadership Team, equal partners with the Chief Financial Officer, Chief Operating Officer, and Chief Innovations Officer in promoting Allies' commitment to continuous quality improvement through vigorous staff support.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee operations of child welfare and clinical programs, including Family Preservation, Prevention and Aftercare (inclusive of Early Childhood Mental Health internship, consultation, and services), First Connections, and Relative Support Services, as well as functioning of clinical elements within other Allies programs as needed (e.g. early childhood mental health consultation within early education settings; embedding Neurosequential Model trainers throughout agency; etc.); ultimately, fully oversee resource family approval/adoptions work and early education programs (i.e. California Department of Education, Early Head Start/Early Head Start Child Care Partnership, and California Adult and Child Food Program)
- Actively seek opportunities to develop/build/expand clinical programs through partnerships and contracts in order to reach Allies target populations in new, relevant geographical areas. Key populations include children in foster care or whose families are otherwise involved with the child welfare system; children who are otherwise at-risk of negative life outcomes (e.g.

LGBTQI+ youth, families who are experiencing homelessness, children with special needs, families living in poverty, etc.); etc.

- Ensure programs maximize funding contracts, provide optimal service to clients, continue to meet Council on Accreditation (COA) standards of excellence, and meet funder compliance expectations
- Support expansion of Resource Family Approval services
- Project manage agency COA re-accreditation process; lead process to ensure ongoing alignment with COA across all standards (services, service delivery administration, and administration & management)
- Support efforts of Communications Director; ensure program staff prioritize performance and quality improvement (PQI) and quality assurance efforts
- Participate in the development of budgets and review and analyze monthly financial reports to assess budget status and to initiate preventative measures as needed
- Facilitate staff and leadership team meetings as needed
- Collaborate with Chief Operating Officer in development of agency-wide training and personnel development that aligns with data-driven training needs, funder expectations/requirements, and strategic plan; responsible for ensuring any required trainings are executed as needed
- Participate in quarterly Risk Management Team meetings
- Ensure adherence to grievance policy and procedures
- Act as HIPAA Compliance Officer: ensure privacy policies to protect the integrity of PHI are enforced and all services meet legal and ethical standards for confidentiality; oversee ongoing employee privacy training, conduct risk assessments and develop HIPAA-compliant procedures where necessary; investigate incidents in which a breach of PHI may have occurred, report breaches as necessary; keep up-to-date with relevant state and federal laws.
- Act as agency's Custodian of Records
- Emergency preparedness: work with Early Education Director, Chief Innovations Officer, Administrative Coordinator, and Health Services Coordinators to update and implement emergency/safety protocols (Center, Slauson, Broadway, field); oversee ongoing training efforts; build out on-site supervisor protocols; oversee monthly safety committee meetings
- Monitor, review and sign off on all relevant documents completed by staff per contract and agency requirements; complete additional funder reporting documentation as required
- Cultivate new and innovative partnerships to best serve children and their families; develop funding applications
- Proactively participate and represent the agency in meetings, trainings and conferences
- Participate in board meetings, prospective donor tours, etc. as needed
- Ensure safety is a priority in performing all job responsibilities
- Evening and weekend work required
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy

QUALIFICATIONS & EDUCATION:

- Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, or Licensed Psychologist
- Minimum of four (4) years of clinical supervision and management experience
- Experience overseeing government funding contracts
- Clinical experience with at-risk populations, parenting, child abuse, infant-early childhood mental health, and clients with diverse backgrounds
- Ability to handle multiple projects and deadlines
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff, and clients
- Ability to communicate effectively – verbally and in writing
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Bilingual in English and Spanish, a plus but not required
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.

Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, personal days for anniversary of employment and birthday.

FOR CONSIDERATION: Send cover letter and resume to hr@alliesforeverychild.org.