



**Palmetto Association
for Children & Families**

Director of Member Relations¹

Category: Full-Time, Exempt
Reports to: Chief Executive Officer
Location: Columbia, SC
Amount of Travel: 15-25%
Hours: 8:30am – 5:00pm (40 Hours)
Nights/Weekends: Infrequent

ABOUT PALMETTO ASSOCIATION FOR CHILDREN AND FAMILIES

PAFCAF provides a challenging and rewarding work environment that fosters teamwork, inspires professional excellence, and aims to improve the lives of children and families. Our mission is to provide education, support and leadership that strengthens the capacity of member agencies to produce positive outcomes for children and their families. Our members are private agencies, licensed by the state of South Carolina, that provide preventive services, foster care, kinship care, residential care, special education, adoption services, behavioral health or family services. PAFCAF is committed to a diverse workforce and is an Equal Opportunity Employer.

POSITION SUMMARY

Nationally, there are significant reforms to be created by the passage of the new Family First Preservation Services Act. It will be a multi-year planning and implementation process using federal guidance and state-leveraged funding. In addition, South Carolina has been sued by Children’s Rights, Inc. and in 2016, a Settlement Agreement was signed by the Governor and the Department of Social Services. The FFPSA and the Michelle H. lawsuit create mandated benchmarks. Providers are very interested in assisting with the planning and developmental process for creating a new service array. To meet the needs of our member agencies and support our continued growth and development through this transition, the Palmetto Association for Children and Families (PAFCAF) is seeking an experienced and talented Director of Member Relations.

The Director of Member Relations would be responsible for maintaining a strong linkage and support system between the Association and its member providers. This will include but not be limited to addressing members’ needs for support and consultation around policy and practice issues, coordinating

¹ Board Approved on March 19, 2019.

training and continuing education opportunities for members, and relating effectively to external organizations and individuals to work toward compliance with the Michelle H. Settlement Agreement and the Family First Prevention Services Act (FFPSA).

This person will report to and work closely with the CEO to accomplish strategic goals and objectives and ensure the continuation of a strong and committed membership that values what the Association provides.

DUTIES

- Monitors federal activities including the Child and Family Services Review/PIP, official Guidance from the Administration for Children and Families on the implementation of the Families First Prevention Services Act and translates information to the membership for use in planning and compliance.
- Monitors state and federal policy, programs, funding streams, regulations, and legislation that impacts member agencies and those they serve, including outcomes from the Settlement Agreement. Effectively interprets this information to guide members and inform PAFCAF's policy positions.
- Monitors the state Medical Care Advisory Committee/DHHS, all DSS stakeholder meetings and other state meetings and translates outcomes from such meetings for members as they make programmatic decisions.
- Researches and maintains a clearinghouse of policy and practice information, current trends, evidence-based practices, outcomes-proven models, and other literature to support member agency needs.
- Develops and maintains expertise on state contracts and procurement matters and acts as a guide for the membership on these matters.
- Gathers and analyzes data pertinent to program and policy issues. Drafts policy briefs and white papers. Prepares surveys, reports, and other research materials in support of PAFCAF's policy agenda and disseminates pertinent information to member agencies. Prepares meeting minutes or notes for recordkeeping and member updates.
- Supports the planning and facilitation of local and regional training events and other educational opportunities and meetings related to compliance with the Settlement Agreement and the Families First Services Prevention Act.
- Maintains positive, productive relationships with community partners, advocates, suppliers/vendors, and other external public and private stakeholders. Identifies and pursues collaborative partnerships, where appropriate, to support member needs and the interests of children and families.
- Conducts outreach, cultivation and recruitment of prospective member agencies to join the Association. Develops and facilitates PAFCAF orientation and training for new member agencies as well as new executives at existing member agencies.
- Plans, implements, and manages interest groups for each category of provider in the Association, leading to increased communications, outreach, support, and resource sharing for that group of providers.
- Performs special projects and all tasks as assigned.

QUALIFICATIONS

- Master's degree in social work, public health, education, or other health and human services related discipline, from an accredited college or university.
- At least seven years' experience in child welfare, behavioral health, juvenile justice, or family services, with at least three of those years in a successful leadership or senior management role.
- Familiarity with South Carolina laws, policies, regulations, and procurement processes impacting private providers serving children and families in residential and community-based settings.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of key personnel, programs, and processes within one or more of the following:

- South Carolina Department of Social Services, South Carolina Department of Health and Human Services, South Carolina Department of Health and Environmental Control, South Carolina Department of Juvenile Justice, South Carolina Department of Mental Health, and South Carolina Department of Education.
- Ability to master laws, policies and regulations, and translate that information into useful knowledge and advice for member agencies.
- Demonstrated competence in planning, implementing, and managing programs, training events, and other meetings.
- Excellent written and oral communication skills, and strong ability to represent the Association effectively in presentations and meetings with internal and external constituencies.
- Proficiency with Windows operating system and applications including as Word, Excel, PowerPoint, and Outlook.
- Thorough attention to detail combined with flexibility to toggle quickly between tasks while functioning in a fast-paced office environment.
- Ability to travel to meetings and conferences throughout South Carolina and occasionally out of state. Must possess a valid South Carolina driver's license and provide a copy of driving record upon hire.

COMPENSATION

Initial salary offered will be dependent on candidate's relevant experience and proven abilities. Salary range is between \$60,000 and \$70,000, commensurate with abilities and experience.

HOW TO APPLY

Those interested in applying for this position must send an email, containing a cover letter to kbeaudoin@pafcaf.org with their current resume attached.

Letters and resumes received via fax, regular mail, or direct delivery will not be accepted. Candidates must pass a background check, provide evidence of a clean driving history, and provide three work related references and references' contact information. PAFCAF also requires a certified copy of the candidate's most recent educational transcript. PAFCAF will conduct E-VERIFY on the person who is offered the position as required by federal law. PAFCAF reserves the right to require other materials as needed.

This position will remain open until it is filled.