

Job Description



Position: Strategies Technical Assistance Specialist

Agency: Prevent Child Abuse California

Date: 3/7/22

Reports to: Strategies Technical Assistance Senior Program Manager

Supervisory Responsibilities: None

Classification: Full-Time Non-Exempt

Program Description

Strategies Technical Assistance (TA) supports and inspires cross-sector networks throughout California to advance community-driven action, centered in equity and inclusion, to strengthen children and families. Strategies TA works with child welfare systems and Child Abuse Prevention Councils throughout California to build county and state-wide coordinated, comprehensive, and integrated networks of care through individualized technical assistance focused on building statewide long-term solutions that are research-driven, trauma-informed, and community-focused.

Strategies TA is focused on building long-term statewide solutions that enable counties to work together toward creating a seamless, sustainable, and impactful statewide child abuse prevention network. Strategies TA is a collaborative project of the Child Abuse Prevention (CAP) Center and Children's Bureau of Southern California, funded by the California Office of Child Abuse Prevention (OCAP). The Strategies TA three partners of the OCAP, the CAP Center, and Children's Bureau of Southern California work collaboratively to achieve the vision, mission, and goals of Strategies TA.

Position Summary

The TA Specialist Technical Assistance (TA) Specialist is assigned to specific counties or OCAP grantees to provide a customized mix of technical assistance to child abuse and neglect prevention and family strengthening partnerships throughout California, including but not limited to, needs assessment, strategic and action planning, leadership coaching, subject matter expertise, outcomes tracking, training, consultation, process consulting and facilitation, case management, and follow-up support appropriate to each TA participant's needs. The TA Specialist collaborates with local and state-wide organizations to plan and develop integrated county-wide prevention networks that reduce child abuse and neglect and increase protective factors. This position includes frequent travel throughout California.

Essential Duties and Responsibilities

1. (55%) Technical Assistance

- Serve as the Lead TA Specialist for an assigned caseload of County Prevention Teams, providing consultation, coaching, facilitation, case management, and support.
- Assist and support counties in the development and convening of a comprehensive coordinated cross-sector prevention-focused team.
- Gather, compile and analyze data on the learning and capacity-building needs of counties, networks, and/or organizations based on TA Needs Assessments and surveys.
- Provide capacity-building support based on assessed needs.
- Assist counties and networks with information on evidence-based and promising practices for consideration in developing their prevention plan approaches.

- Support county collaborations in developing and executing Child Abuse Prevention Plans and building strong local integrated networks to meet the goals of the plans.
- Utilize standard measures, custom tools, templates, training materials, and activities, to identify strengths and challenges in an agency or network, that advance county-wide prevention planning and implementation.
- Assist counties in the development of Theories of Change and Logic Models, incorporating the statewide Outcome Indicator(s).
- Assist with needs data and provide models for network plans to include strategies and practices to effectively address disproportionality.
- Connect consulting participants to relevant organizations, colleagues, services, subject matter experts, and other resources.
- Develop and maintain strong working relationships with child abuse prevention and family strengthening agencies statewide, utilizing a variety of approaches including site visits, e-mail, video conferencing, and telephone contact.
- Reach out to an assigned target audience of new counties to assess service needs and promote the OCAP prevention planning process.
- Communicate with OCAP staff, Strategies TA partners, and county consulting participants to assess opportunities for improvement and contribute to the ongoing quality improvement process.
- Provide backup support to projects assigned to other team members.

2. (30%) Network Development & Peer Learning

- Identify training topic priorities based on consulting participant needs assessments and surveys.
- Assist in the organization of Regional Gatherings for an assigned area of the state, for resource sharing, policy updates, peer-to-peer support, and shared learning among county networks and other projects.
- Facilitate topic-based Learning Exchanges (communities of practice), in person and via webinar or teleconference
- Assist counties to host inclusive community-engagement events and activities to inform prevention planning, as appropriate.
- Support the planning and implementation of other statewide gatherings for Strategies TA participants, including but not limited to, a Prevention Summit and Webinars
- Collaborate with Strategies TA participants to prepare and present prevention plans, solutions, and outcomes to share with other organizations.
- Prepare documentation, social media posts, and website content to spotlight county efforts and share resources with family strengthening organizations throughout the state.
- Use online tools to post documents and social-media content to share project status, knowledge, and lessons learned.
- Attend and participate in Strategies TA's internal trainings for staff and TA Specialists.
- Attend and participate in Strategies TA regularly scheduled TA Consultant meetings via webinar/ teleconference, to review current projects, update Team Expertise Matrix, engage in shared learning.
- Attend and participate in coordination and planning meetings with OCAP, Strategies TA staff, and other Strategies TA consultants.

3. (5%) Data Collection and Reporting

- Gather, compile and analyze data on capacity-building needs based on county needs assessments and surveys.

- In conjunction with the CAP Center Strategies TA Team and the Children's Bureau, complete and submit monthly progress updates that include, but are not limited to, technical assistance activities, outputs, and outcomes data for reporting to OCAP.
- Meet with Strategies TA Team monthly to review data, assess data collection, and use data analysis to improve the quality of Strategies TA services.

4. (5%) Internal/External Collaboration

- Work collaboratively and maintain positive working relationships with the OCAP, the Children's Bureau, and California counties to ensure the successful achievement of grant deliverables.
- Work collaboratively and maintain positive working relationships with the CAP Center Program Team and Strategies TA Team in assuring that programs and services are effective and consistent with agency mission and principles.
- Work collaboratively and maintain positive working relationships with other CAP Center teams, including but not limited to: AmeriCorps programs, Birth & Beyond, Child Death Review and Fetal Infant Mortality Review, Black Infant Health, Safe Sleep Baby, CAP Center Trainers, CA Family Resource Association, Cal OES Coalition for Victims of Child Abuse program, Fiscal, and all other CAP Center staff, providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies statewide and in all California counties.
- As requested, participate in meetings, convenings, and networking events to promote positive relationships with social service agencies and community-based organizations.
- Attend and actively participate in partner meetings, external/internal CAP Center meetings and committees by providing knowledge and expertise as necessary.
- As requested, attend and actively participate in partner meetings, external/internal CAP Center meetings and committees, coalitions, conferences, convening's, and networking events to provide pertinent information and to promote positive relationships with social service agencies and community-based organizations providing knowledge and expertise as necessary.
- Participate in the CAP Center's Program and Strategies TA Team organizational activities, workgroups, and other areas of shared work.
- Meet weekly with Strategies TA Senior Program Manager for supervision

5. (5%) Other Duties

- Participate in and support CAP Center strategic planning, program development, grant writing, coordination, and collaborative activities, and special events.
- Support grant proposal writing in collaboration with other CAP Center staff to foundations, federal, state, and local public agencies, and others identified.
- Acquire and enhance knowledge of strategic planning, best practices in technical assistance, family strengthening, child abuse prevention, latest research, emerging trends, and best practices through reading, trainings, research, conferences, and participation on committees as appropriate.
- Assist with special CAP Center projects including, but not limited to, program reports, press releases, assembly of documents, summits, regional gatherings, special events, meetings, and other in-person or virtual events.
- Attend conferences and conduct outreach to promote the CAP Center programs.
- Attend and participate in external and internal meetings and committees as needed.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience

- At least five years of experience in social services in a nonprofit or government setting, in project management, consulting, technical assistance, or training role.
- Bachelor's Degree in Organizational/Community Development, Social Work, Family Studies, Public Health, Psychology, or related field from a four-year college or university, or equivalent in additional experience. Master's Degree or equivalent in additional experience preferred.
- Experience coaching or collaborating with local and statewide family strengthening organizations and implementing child welfare models such as trauma-informed care and protective factors
- Strong project management skills, including time management, goal-setting, multitasking, and prioritization.
- Experience in non-profit, social, or health services
- Ability to effectively engage with team members at all levels and across departments
- Excellent interpersonal, verbal, and written communication skills.
- Experience working at an advanced level in the use of MS Office Suite (Word, Outlook, PowerPoint, and Excel), web navigation, techniques, and database management.
- Experience with and/or knowledge of child abuse prevention, cross-sector collaboration, collective impact, family strengthening, and the child welfare system is preferred.

General Knowledge

- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Excellent critical thinking and problem-solving skills.
- Basic mathematics including addition, subtraction, division, and multiplication.
- Ability to maintain a professional and confidential work environment.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally

Organizational Ability

- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to organize, manage, establish priorities, and complete multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to work in a fast-paced environment and adapt easily to change.
- Ability to be a self-starter.
- Ability to be flexible and respond to changing needs.
- Strong attention to detail.
- Ability to develop and maintain planning and record-keeping systems and procedures.

Communication and Relationship Skills

- Demonstrated commitment to equity and cultural responsiveness.
- Able to communicate in a professional and courteous manner at all times.
- Ability to establish and maintain good working relationships, both internally and externally.

- Ability to work in a culturally affirming manner and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds
- Ability to support a team positively and professionally and to work effectively in a strength-based manner in a team, including asking for, receiving, and offering, support when needed.
- Ability to work with and support highly emotional people in a professional and courteous manner.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Recognizes the need for self-care in effectively managing work duties.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Problem identification and resolution skills.
- Ability to collaborate effectively with personnel to provide timely and effective problem resolutions.
- Ability to set work priorities.

Physical/ Psychiatric Requirements

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 20 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours
- Routine travel between Strategies TA County sites and to attend county, regional, and statewide meetings to ensure coordinated services based on Strategies TA established scope of work, as needed, including some overnight travel.
- Must be able to travel between sites and to offsite events
- Must possess a valid California Driver's License, a reliable automobile, and auto insurance.
- Must pass a Criminal History check consisting of DOJ and FBI checks, a search of the National Sex Offender Public Registry Website (NSOPW) as well as TrueScreen and Field Print.

Please send cover letter, resume, and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road North Highlands, CA 95660

Fax: 916-244-1935

E-mail: hresources@thecapcenter.org

Equal Opportunity Employer

The Child Abuse Prevention Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.