**KANSAS PARENTS AS TEACHERS ASSOCIATION (KPATA)**

**Bright Futures Program (BFP)**

Quality Implementation Director

Position Description

**Position Title**: Quality Implementation Director

**Direct Supervisor:** Executive Director of Kansas Parents as Teachers Association

**QUALIFICATIONS**

Educational requirements are to include a minimum of a bachelor's degree in education, early childhood education, child development, management or other related field.

Knowledge and experience includes the following: non-profit or public management expertise; human services, knowledge of the PAT program, State and Federal regulations; and knowledge of family support services.

Other personal skills and attributes will include good interpersonal skills; ability to work cooperatively and effectively with the board of directors and other association members and related organizations; effective communication and writing skills; management, organizational, system skills and knowledge, and grant writing.

**Duties and Responsibilities:**

1. Follow all applicable PPS policies, procedures, including revisions during the grant period.
2. Responsible for writing districts MOU’s, receiving documentation from districts and technical assistance for Affiliates.
3. Ensure all direct service or program staff have training and meet qualifications required consistent with the evidence-based program.
4. Provide or include Motivational Interviewing as an evidence-based practice with all families served and set forth plan and training costs. DCF seeks Motivational Interviewing as a component of each grantee comprehensive program/ practice approach.
5. Ensure contracted programs initiate contact with the family within 48 business hours of receipt of referral to review prevention plan.
6. Acknowledge to the referring worker receipt of referral within 24 business hours.
7. Ensure Affiliate partners are Completing or Continue a Plan of Safe Care for families served who have an infant to support families affected by substance use disorders. If, initially, criteria for a Plan of Safe Care was not met, but, during the life of the case, additional information becomes available, which indicates criteria for a Plan of Safe Care may be met, the requirements per PPM 2050 shall be followed. The needs of the infant and family shall be documented on the PPS 2007 Plan of Safe Care.
8. Provide outreach to local or regional PPS teams to promote program and maintain orientation to referral process.
9. Ensure contracted programs deliver service or program to children, youth, family and a family’s safety network in accordance with program standards for frequency and intensity of individual contact and family, group or peer activities.
10. Participate in stakeholder, statewide or regional meetings regarding Family First implementation convened by the external evaluator.
11. Participate in general program improvement or innovation discussions to understand impact of programs on outcomes in the community and population served.
12. Participate in statewide or regional stakeholder, policy, program improvement or advisory groups, including events to promote and support child welfare issues.
13. Participate and cooperate in the PPS quality assurance process, including interviews when requested.
14. Make available all client records and information to DCF within 24 hours of a request, whether written or verbal.
15. Begin grant responsibility for children and family on the day of referral and end this responsibility when program goals are met.
16. Ensure contracted programs deliver services to children and families that is culturally competent and are responsive to their needs.
17. Report cases of suspected child abuse and neglect immediately to DCF or law enforcement in accordance with KSA 38-2223.
18. Maintain a public image that is supportive at all times towards the public/private partnership.
19. Provide full disclosure, open and direct communication and transparency with DCF in all matters.
20. Maintain case information on a timely basis that reflects the complete and current history of assessment information, and services provided and progress of services, for the family.
21. Participate in a Team Decision Making meeting, if requested by PPS.
22. Provide DCF with the documentation necessary and requested to file a complete court application/affidavit if it is determined a child cannot remain safely in the home.
23. Notify referring PPS practitioner if any child in the family home runs away.
24. Responsible for providing direct services that support the implementation of evidence-based strategies that result in improvements in targeted State-or community-level factors, while also contributing to State and local outcomes as indicated below:

1. Families are engaged timely in program services;

2. Children are safely maintained at home, with family

1. Other duties as assigned by the Executive Director of KPATA.

**Physical requirements/Working conditions**

* Requires prolonged sitting or standing
* Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
* Requires stooping, kneeling, crawling, bending, turning and reaching
* Requires climbing and balancing

**Direct Reports**

* Administrative Assistant

**Pre-Employment/Yearly Requirements:**

* Employee shall meet all the pre-employment and yearly requirements as specified in the Policies of the Kansas Parents as Teachers Association.

**Term of Employment**

* 12 month
* At will employee

**Salary**

* Position will be reimbursed based on the amount approved by the board annually during budget presentation.

**EVALUATION:**

* Performance will be evaluated in accordance with KPATA Board policy