

**PROJECT DIRECTOR**  
*Independent Living Program Transformation*  
*California Statewide Breakthrough Series*  
**CHILD & FAMILY POLICY INSTITUTE OF CALIFORNIA**

**POSITION DESCRIPTION**

**BACKGROUND**

The California National Governor's Association Policy Academy Team (NGA Team), acknowledging that shared responsibility across various systems such as Education, Workforce, Health/Mental Health, Child Welfare, Probation and Caregivers/Placement Homes is essential for improving outcomes and successfully preparing California foster youth for transition, has recommended a transformation of California's Independent Living Program (ILP). The NGA Team's new vision for ILP emphasizes Permanency, Education, and Employment preparation that is integrated into every aspect of a youth's daily life, rather than offered as training in single session workshops and activities. In this new vision transition services are community-based and caregivers are critical partners.

Implementation of this new vision for ILP in California will occur through a Breakthrough Series Collaborative (BSC) sponsored by Casey Family Programs, Walter S. Johnson Foundation, and the California Department of Social Services. Through the coordinated efforts of Child and Family Policy Institute of California (CFPIC) and New Ways to Work (New Ways), the BSC will engage up to 20 California counties over a two year period to test and refine approaches that transform ILP at the local level and inform statewide policy and programmatic direction in the future. The BSC on ILP Transformation will bring together youth, caregivers, agencies, organizations, and others who share a commitment to improving services and expanding opportunities for transitioning foster youth, and will provide training and support in making major, rapid changes that are designed to produce breakthrough results in local practice and dramatically improve outcomes for California's foster youth.

**JOB SPECIFICATIONS**

The BSC Project Director is responsible for the overall management and administration of the California ILP Transformation Breakthrough Series Collaborative. This is a time-limited project with project duration anticipated from June 16, 2008 to September 30, 2010. The Project Director will:

- Provide strong leadership, support, innovation, and vision for the BSC, and for transitioning foster youth system improvement efforts overall;
- Work with BSC trainers and consultant/experts in BSC methodology to become trained in and guide all aspects of implementation of this BSC for ILP;
- Work closely with the BSC Leadership Team to ensure that the project meets the needs of its participants and sponsors;

- Provide staffing to support the BSC Leadership Team, including working closely with the Leadership Team chairs to set agendas, facilitating Leadership Team meetings, and recording and distribution of Leadership Team meeting notes;
- Work closely with New Ways to Work to create an effective strategic partnership that makes optimum use of both organizations' brainpower, connections, skills sets, and other resources to their fullest capacity to improve transition outcomes;
- Manage timelines, various grant budget and reporting requirements, and project finances with the support of the Leadership Team and with the assistance of the California Co-investment Partnership Integration Director at CFPIC;
- Maintain and manage regular direct communication with faculty, consultants, and TA providers;
- Connect the overall work of the BSC to progress on the Framework and Measures developed (by the breakthrough series consultant with input from the Leadership Team and Experts Meeting participants) to serve as the primary guide and foundation for this project;
- Lead the work of the trainers and project team in developing agendas, curricula, and materials for in-person meetings, conference calls, the Extranet, and county BSC teams;
- Provide training and facilitation at in-person trainings and co-facilitate regular conference calls with participating teams and trainers;
- Support cross-training, peer-to-peer learning and cross-team sharing;
- Regularly review and synthesize Extranet information, data, and other documentation to guide, direct, and redirect the project's focus as needed in consultation with the Leadership Team;
- Identify overall needs and themes as they emerge and share them with the Integration Director, Leadership Team, and others;
- Address barriers for counties as they are identified through this project; and connect counties to appropriate resources to provide advice and suggest solutions;
- Provide regular updates to the Integration Director, Leadership Team, and others regarding team progress, applied learnings, and challenges in this work;
- Establish a high level of communication and coordination among BSC co-chairs, BSC Leadership Team, and BSC project staff at CFPIC and New Ways;
- Promote timely and collaborative problem-solving as issues arise;
- Work closely with the California Co-Investment Partnership Integration Director and other integration team partners to promote sustainability and spread of BSC ILP system improvements and to ensure the BSC is integrated with other work across California.

### ***WORKING RELATIONSHIPS***

There will be two positions with Child and Family Policy Institute of California helping to move this project forward. The BSC Director and BSC Project Manager will work together under the general direction of the California Co-Investment Partnership Integration Director at CFPIC who is a representative of the BSC Leadership Team for ILP Transformation.

### ***QUALIFICATIONS***

This position requires strong leadership, communication, management and supervisory skills, as well as the ability to think and act flexibly in a dynamic work environment. Applicants should also demonstrate strong training and facilitation skills. Five to ten years of related experience, and an advanced degree in social welfare or a related field is preferred. Prior leadership experience in a public child welfare agency is highly desirable.

The position requires:

- (1) A deep understanding of the foster care system and of the issues faced by youth transitioning from care;
- (2) A working knowledge of Independent Living Programs, public child welfare and/or probation systems, and the multiple public systems serving foster youth or other at-risk youth;
- (3) Experience with evaluation and data collection methods and outcomes;
- (4) A demonstrated ability to work in a collaborative manner, facilitate team work, and train and coach others; and
- (5) A demonstrated ability to facilitate both large and small group processes with a variety of participants and perspectives.

A working knowledge of related systems such as education, employment, and housing will be considered in making the final selection of the Director.

### ***COMPENSATION***

The position may be compensated as described in either A or B below. Reimbursement will be provided for travel and business-related expenses. This is a contracted position. The contractor will work from home and have access to the Child and Family Policy Institute office located in Sacramento. This position requires travel to Sacramento at least several times per year and travel to other locations may become necessary based on project need.

- A. Candidate will become a full time consultant on contract with Child and Family Policy Institute of California. Contract amount for this position will be determined based on qualifications and experience and may be in the range of \$85,000 to \$95,000; OR
- B. Candidate will be a current employee in a county agency (or other organization) that is able to loan the candidate to this BSC project if reimbursed by Child and Family Policy Institute of California for the candidate's salary.

### ***CONTACT***

Please send resume, with a cover letter identifying position(s) being applied for, via email or fax by **April 15, 2008**: [Crystal.Luffberry@CFPIC.org](mailto:Crystal.Luffberry@CFPIC.org) or fax: 209-533-3890.