

Date Posted: 08/13/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Program Director

Employer/Agency: The Child Welfare Academy

Job Description: The Child Welfare Academy, a partnership between the School of Social Work and the Maryland Department of Human Resources, develops, educates, trains, and supports Maryland's child welfare staff, supervisors, administrators, and resource parents to provide family centered, culturally competent services to protect children from maltreatment, achieve permanency, and promote child well-being.

The **Program Director** (working title- Assistant Director) is responsible for providing coordination and administration of training programs that are designed for all levels of child welfare staff throughout the state. The Assistant Director develops, implements, and maintains policies, procedures, and programs to assure cohesiveness and effectiveness. The position is responsible for business operations, managing projects and budgets.

The position will work closely with DHR management and Local Department of Social Services staff on a variety of projects aimed at enhancing the capacity of the workforce through educational opportunities and transfer of learning activities. The Assistant Director will report to the Director and will assume leadership responsibilities in the absence of the Director.

Qualifications: Knowledge of child welfare and system of care values and best practices. Knowledge of adult education and training principles. Knowledge of organizational development principles. Knowledge of relevant federal and state regulations, and programs/policies. Skills in project management. Skills to deliver training and technical assistance. Leadership, coaching, and team building skills to strengthen and cultivate relationships. Strategic and analytical thinking skills with an ability to solve problems and make decisions. Ability to network and interact, as well as support effective partnerships with key groups and individuals. Ability to prioritize ongoing and new projects, as well as work effectively with project/program evaluation. Skills in change management as well as continuously seeking to improve the quality of services and processes. Skill in exercising initiative, resourcefulness, and sound judgment with an ability to solve problems and make decisions. Ability to work effectively in an evolving and growing organization. Ability to effectively communicate and present orally

and in written communication to internal/external partners, staff, and management including attention to detail and quality of work product. Ability to work well with others in a collaborative, team-oriented environment. Interpersonal effectiveness, professionalism, and courtesy in dealings with co-workers, clients, and other agency associates are essential. Ability to effectively attend to various duties on simultaneous assignments particularly during periods of peak workload as well as assignments involving quick turn-around and compressed deadlines. Must have excellent attention to detail and quality. Proficiency with personal computers, MS Windows, Publisher, Word, Excel

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work or related field (Master's degree and/or additional certification is preferred and can be used to substitute for relevant experience).5 years working in an appropriate field with at least 2 years of experience of overall responsibility for program direction, coordination and implementation.

The preferred candidate will have:

Experience in a child welfare training program in a management position. Experience in a child welfare organization. Experience working with upper level state child welfare leadership.

Salary/Hours: DOE

Employer/Agency: University of Maryland, School of Social Work
Address: 525 West Redwood Street
City, State, Zip: Baltimore, MD 21201

Application Method: Apply online at:
https://www.healthcaresource.com/umbaltimore/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=142231

Opening Date: 09/05/12

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