

The Montgomery Area Family Violence Program, Inc.  
dba Family Sunshine Center

**Position Title:** CARES Project Director

**Reports to:** Children's Services Supervisor

**Status:** Full Time, Exempt

**Work Site:** FSC Administrative Office

**Summary:** The CARES Project Director is responsible for managing FSC's Children Advancing through Recovery and Empowerment Services (CARES) Project funded through a Cooperative Agreement with the Substance Abuse and Mental Health Services Administration (SAMHSA), including establishing and maintaining collaborative relationships between both project partners and SAMHSA staff to ensure project goals and objectives are met.

## **Responsibilities**

### Project Management

1. Implement and manage the FSC's CARES Project; monitor workplan milestones and grant deliverables, and complete monthly, quarterly, and annual progress reports as required by SAMHSA.
2. Develop ongoing relationships with school leadership, community partners, and other agencies to effectively coordinate the provision of treatment services for clients accessing CARES school-based services.
3. Collaborate with the Children's Services team and project partners to maximize access to, and the benefits of, treatment services for children, adolescents, and their families who experience the effects of sexual violence, dating violence, community violence, human trafficking, and physical abuse and neglect.
4. Collaborate with the Montgomery Area Mental Health Authority to triage treatment services for children and adolescents in need of psychiatric services.
5. Collaborate with the Children's Services Supervisor to manage the project's required data collections, evaluation, and reporting efforts. This includes the internal data collection and data entry process.
6. Lead efforts with the external project evaluator to ensure grant goals are accomplished and deadlines are met.
7. Work with the Children's Services team, NCTSN, and other partners to plan and participate in all trainings and grantee meetings as outlined in the CARES Project.
8. Ensure project services operate efficiently, ethically, legally, and in accordance with project guidelines.
9. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures.
10. Participate in Children's Services Team meetings and trainings, as appropriate, to ensure effective communication and engagement in project goals.

### Outreach and Training

11. Work closely with the Children's Services Supervisor and project partners to determine community training needs for the promotion of trauma informed services; establish a training plan, set target goals, and coordinate an annual training calendar.
12. Coordinate with TF-CBT, CBITS, other applicable treatment modality experts, the Children's Services team to develop and provide training; ensure compliance with CARES Project goals and objectives.
13. Serve as a liaison between participating schools and the Children's Services team and participate in various settings to increase awareness and knowledge of trauma-informed care for children and adolescents experiencing family and/or sexual violence, and/or child abuse or neglect.
14. Serve as a liaison between the Children's Services team and other NCTSI funded agencies and provide NCTSI resources to the Children's Services team.
15. Work closely with direct care staff, partners, and project evaluators to develop and utilize evaluation tools to determine process and outcome measurements.
16. Work closely with outreach/prevention education and public relations teams within the FSC Public Affairs Department to provide NCTSN handout materials, fact sheets, brochures, posters, etc. to be used in Project-focused trainings, through existing community outreach efforts, and to promote CARES services through public awareness and outreach/prevention activities.
17. Accomplish other Project-related tasks as needed/requested.

### **Qualifications**

- A Bachelor's degree in business, social services or related field with a minimum of five years' grant management experience is required.
- Demonstrated experience in effective outreach coordination.

### **Knowledge, Skills and Abilities**

- Ability to learn, demonstrate and appreciate the effects of domestic violence, sexual violence, dating violence, and physical abuse and neglect along with child development, treatment services and assessments.
- Ability to initiate, develop and maintain excellent working relationships within the agency and with community partners while promoting project objectives
- Knowledge of the effective and successful plan development, promotion, and implementation of educational seminars and/or technical training programs
- Ability to exhibit strong verbal, written, and technological communications and presentation skills
- Excellent interpersonal skills
- Ability to effectively manage program objectives and arrange work responsibilities
- Ability to develop and maintain effective working relationships with teammates, other agencies and organizing committees
- Exhibits effective time management and organizational skills and present professionally and responsibly in all work areas
- Strong computer skills in current Microsoft Office applications (i.e. Word, Excel, PowerPoint)
- Ability to troubleshoot computer hardware issues when working remotely

**Travel Requirements:**

Local and statewide travel as needed and required by funding sources for training, outreach, or meetings with other project partners; reliable transportation, valid driver's license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for CARES Project Director. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

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Employee Name

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Date

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Employee Signature