

## Appendix

# Program Director

### Overview of the OhioKAN Program:

OhioKAN is an innovative statewide Kinship and Adoption Navigator Program that supports formal and informal kin caregivers and adoptive parents by providing information and referral services and assistance obtaining support services. Building on current and previous Ohio kinship navigator programs, OhioKAN is distinguished by its planned statewide implementation, broad population of families served, and provision for rigorous evaluation. Contingent on evaluation results, OhioKAN may establish a new evidence-based practice model that may be considered for federal payments under the Family First Prevention Services Act of 2018.

OhioKAN builds the necessary community and systems capacity to support families and works directly with kinship and adoptive families to build confidence and connections. Anticipated outcomes to be measured include greater family resilience, improved family functioning, increased stability and permanency for children, and improved child well-being.

OhioKAN is a statewide program organized into 10 geographic regions. Regional staff will develop community capacity to deliver a service model designed to support formal and informal kin caregivers and adoptive parents obtain the knowledge, social support, and access to the human services and resources they need to achieve positive health and wellbeing outcomes for themselves and the children in their care.

### Position Description

The Program Director, OhioKAN, will report to the Executive Director/Chief Program Officer and will oversee the Ohio Kinship and Adoption Navigator Program (OhioKAN). The Program Director will support the statewide implementation and evaluation of the Ohio Kinship and Adoption Navigator Program that will be administered in partnership with the Program Manager from the Ohio Department of Jobs and Family Services (ODJFS) in 10 regions across Ohio. The Program Director will directly oversee ten regional directors working in diverse regions statewide. Regular and frequent travel around the state is expected.

### Strategic Leadership

- Exemplifies the mission, vision, and values of the OhioKAN program
- Leads the implementation of the OhioKAN program statewide in a manner that is responsive to the needs of kinship and adoptive families, takes into account the resources and capacity of individual counties and local communities, supports regional staff ensuring fidelity to the program model, and supports formal program evaluation
- Leads a statewide team including Regional Directors, Regional Coordinators, Regional Coaches, and the OhioKAN Navigators
- Forges deep relationships with and connections among a broad network of state, regional and community-level human services organizations
- Inspires a shared sense of purpose among key stakeholders, including, families served, state partners, public and private human service organizations, community leaders, and regional staff
- Contributes to the success of the statewide OhioKAN program by building collaborative relationships with regional directors and program staff, actively sharing ideas and information, and contributing personal creativity and critical thinking to the ongoing refinement and success of OhioKAN

### Program Responsibilities

- Reports to and works collaboratively with the ODJFS OhioKAN Program Manager to achieve all Federal and State requirements for the OhioKAN Program
- In partnership with the ODJFS Program Manager ensures fiscal and budget management and ensures diversity in funding for the sustainability of OhioKAN
- Informs and advocates for kinship policy and procedure changes in partnership with ODJFS as areas of needs are identified
- Supports hiring and directly supervises (10) Regional Directors across Ohio
- Works in partnership with the Regional Directors to develop partnerships with community-level providers to increase organizations' capacity to ensure service delivery to kinship and adoptive families statewide
- Establishes and supports the regional staff in creating (10) Regional Advisory Councils, composed of key regional and local stakeholders, that is charged with providing ongoing expert guidance, service capacity assessment and building, problem-solving, and support for the regional OhioKAN program
- Addresses any major challenges to implementation with the Program Manager from ODJFS and with the Regional Directors

### Evaluation and Continuous Quality Improvement (CQI)

- In partnership with the evaluation team, supports the coordination of statewide data collection, data integrity, program fidelity, and CQI practices
- Works proactively with Regional Directors and regional staff to ensure accurate and targeted data collection from all community partners across the state

### Minimum Requirements

- Master's Degree required with at least three years of experience in child welfare, public health, health and human services, and/or community-based services.
- Demonstrated effectiveness in program management and program coordination
- Proven experience in meeting program objectives
- Proven record in meeting and exceeding the financial management of a large scale program
- Experience managing a budget of over 3 million dollars

### Preferred Skills/Qualifications

- Demonstrated expertise and professional experience in statewide program supervision and program coordination

- Ability to demonstrate a strong knowledge of child welfare best practices.
- Experience developing and leading strong high functioning teams
- Demonstrated success supporting the evaluation of programs
- Experience working in a fast-paced high performing environment
- Demonstrated experience in hiring, managing, developing and coaching individuals and teams

***Minority and LGBTQ candidates strongly encouraged to apply.***

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Image

OhioKAN Program Manual

# Appendix 2. Job Descriptions

**PROGRAM DIRECTOR**



File

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