

## Position Description

Hartford Division Director

Casey Family Services

### **Background**

Casey Family Services is the direct service agency of the Annie E. Casey Foundation. Since its founding in 1976, Casey Family Services (CFS) has evolved to provide comprehensive services that support safe, stable, and lifelong family relationships for children and youth both in foster care and in the struggling communities in which it works. Headquartered in New Haven, Connecticut, with 310 employees and a total annual budget of \$41 million, CFS currently operates through eight divisions, distributed throughout the New England states, and Baltimore.

In recent years CFS has adapted a new strategic direction, with a focus on achieving permanency and full family membership for the children, youth and families it serves. An absolute commitment to assuring a permanent, successful and enduring family relationship, and to the best use of the many resources, data and advocacy available from within the greater Casey network and beyond to achieve these ends is the ultimate goal of the Division Director, his/her staff and all of CFS.

The Hartford Division has 28 employees and an annual budget of \$4 million. The Division offers a full range of permanency-focused services to children, youth and families, including Family Reunification, Foster Care and Adoption and Post-Permanency Services.

A more complete description of the CFS strategic plan, along with additional background on the organization, can be found at: [www.caseyfamilyservices.org](http://www.caseyfamilyservices.org)

### **Role**

The role of the Division Director has evolved consistent with the growth of CFS. In the past, Division Directors were exclusively focused on program and staff management and service delivery, and depended on funding and support resources from within CFS. Now, the Division Director is the primary representative of CFS with state funding and regulatory agencies, with the community and among collaborating agencies and professionals. The Division Director's focus is to identify and secure a significant portion of the division's operating budget, mostly from the state reimbursements, to support programs and services; to advocate for CFS and the children and families it serves; and to participate in shaping and improving the programmatic and policy framework through collaboration with the state, fellow providers, advocates and community leaders.

All eight of the Division Directors report to the CFS Deputy Executive Director of Field Operations. Administration, finance, IT, and research are managed centrally, with

active input and guidance from Division Directors in collaboration with the central management team.

The Division Director supervises the Deputy Division Director, who assists in providing day-to-day oversight and program management. The Division Director should draw on the direct provision of social work services or advocacy in their own professional development in order to fully understand and lead the Division. The Director must provide the overall leadership and vision for the Division, and guide staff on continuing to adapt to and implement the CFS vision for a permanent and enduring family relationship for each child it serves. As the leader of a direct service division, the Division Director also plays an active role in contributing to the strategic, research and advocacy agenda of CFS organization-wide, and within the Annie E. Casey Foundation.

Most of the children and families served by the Hartford Division live in the inner-city, and are confronted with many challenges in housing, education, employment, health care and community support. We seek a Division Director who has experience with and an understanding of the complex interaction of these many systems and who will be a passionate advocate and example for those served by CFS and for the social workers and their colleagues who dedicate themselves to service.

In summary, the role and essential responsibilities of the Division Director are:

Administer all CFS operations within the division, assuring quality of programs and services provided and compliance with all state, federal and accrediting body regulations. Assure the provision of clinical and administrative staff supervision and enforce all division policies, consistently supporting CFS philosophy and objectives. In support of CFS mission, strategic plan and established goals, develop and maintain collaborations with appropriate state and local community officials.

1. Oversee division quality assurance, e.g. regarding federal and state regulations, licensure, and accreditation standards. Oversee implementation of CFS policies and procedures, e.g. regarding record keeping and case practices. Communicate on same to Deputy Executive Director of Field Operations and Executive Director.
2. Oversee clinical and administrative supervision of division staff. Follow human resources policies to handle personnel matters, e.g., regarding staff competency.
3. Submit division operating budget in accordance with established guidelines to Executive Committee. Approve budgeted expenses assuring fiscal responsibility and identify all variances.
4. Develop division strategic plans consistent with CFS mission, goals and objectives, e.g., regarding communications, technical assistance, and public policy. Collaborate with Deputy Executive Director of Field Operations,

Executive Committee, Communications Director, and others, as appropriate.

5. Advocate for quality child and family services throughout the community and region, using measurable annual division goals and outcomes. Serve on community committees and boards, representing and promoting CFS services.
6. Participate on CFS/AECF committees, work groups and CFS and AECF management teams.

### **Minimum Qualifications**

Education:	Masters of Social Work degree from a college or university accredited by the Council of Social Work Education.
Experience:	At least ten years post master experience delivering, planning and administering child welfare and clinical treatment and permanency services with children and families. Management experience is essential.
Licensure:	Valid state driver's license, proof of auto insurance and ability to utilize personal car for travel within the region. Appropriate state licensure for social work.
Knowledge/ Skills/ Abilities	Working knowledge of computer systems. Excellent negotiation, interpersonal, analytical, oral and written communication skills. Ability to effectively interact with board members, community leaders, professionals and all levels of CFS staff. Knowledge of professional standards and ethics.

### **Application**

Please submit your resume and a cover letter to:

CFS Hartford  
Ford Webb Associates  
60 Thoreau Street  
Concord, MA 01742  
Or

[hartford@fordwebb.com](mailto:hartford@fordwebb.com)