



Job Title: Family Engagement Manager
Reports to: Executive Director
Type: Exempt, Supervisory
Location: 1633 Fillmore, Denver, CO 80206
Pay range: \$50,000-60,000, dependent on experience

About us:

The mission of Denver Indian Family Resource Center (DIFRC) is to strengthen American Indian and Alaska Native (AI/AN) children and families through collaborative and culturally responsive services. Our vision is to achieve generations of healthy and strong American Indian/Alaska Native children and families.

About the Position:

This position is responsible for leading and mentoring staff in implementing intensive case management and Family Development services, with a culturally responsive perspective. This position directly supervises the Family Services and Resource and Referral team in support of family-centered care. This position may oversee and supervise interns and volunteers. The Family Engagement Manager strengthens collaborations with the community, to provide holistic, wraparound services to client families. This position is responsible for grant funding management and reporting related to Family Services programming.

This position reports to the Executive Director.

Responsibilities:

- 1) Plans, assigns, and reviews the activities of Family Services and Resource and Referral staff performing case management and referral activities and recommends changes in practices and procedures to increase efficiency and effectiveness.
- 2) Develops and monitors service delivery protocol and guidelines in line with the FRCA Family Pathways Framework and the DIFRC practice model.
- 3) Reviews referrals for assignment to staff, including the determination of intensity, assignment of assessments, and determination of Family Service planning.
- 4) Provides technical assistance and coaching, along with correction to program staff.
- 5) Trains program staff in Family Development/Services techniques and methodologies, including orienting organization staff on appropriate laws, policies, regulations, and procedures, ensuring that current practices align with standards of practice in professional social service work.
- 6) Oversees and reviews the work and report writing of program staff, including ensuring that program data is entered accurately in FRCA Force within required timeframes.
- 7) Provides training and support to staff including attendance at court hearings, family team meetings, and other meetings as needed. children i just
- 8) Testifies in court as to case services and recommendations for holistic family outcomes and/or as an ICWA expert witness.

- 9) Prepares and maintains necessary reports, including monthly service delivery summaries.
- 10) Reviews, submits, and revises monthly billing for county-contracted services.
- 11) Represents the Denver Indian Family Resource Center at relevant meetings and serves on relevant committees in the community.
- 12) Leads staff development and trainings for the organization.
- 13) Other duties as assigned.

Minimum Qualifications:

- 1) A minimum of a Master's degree in a human behavioral sciences field (social work, sociology, psychology, guidance and counseling, and/or child development).
- 2) A minimum of five years of experience in child welfare.
- 3) A minimum of five years of previous supervisory experience.
- 4) Extensive knowledge of American Indian and Alaska Native cultures; one year experience working with AI/AN families preferred.
- 5) Must possess and maintain a valid driver's license.
- 6) Must be able to successfully pass a pre-employment criminal background check.

Other Requirements – NOTE: a successful candidate does not necessarily need proficiency in every area listed below (We are willing to offer instructions for the platforms and processes we use).

- 1) Extensive knowledge of the Indian Child Welfare Act.
- 2) Knowledge of child development and child welfare.
- 3) Excellent written, oral, and interpersonal communication skills.
- 4) Understanding of the non-profit sector and basic knowledge of program implementation; grants management experience.
- 5) Computer skills including use of emails, calendars, and data collection through the Microsoft Office suite.

Salary and Benefits:

The salary range for this position is \$50,000 to \$60,000 depending on experience and includes generous health insurance, vision, dental, life insurance, short-term disability, 401K, paid time off, and complimentary access to mental health and well-being counselors.

To apply:

We are motivated to bring a new staff member onboard and estimate the process will take two to four weeks. Here is the process:

- Initial short interview by video or phone
- Second interview in person with team members
- Reference checks

Send a resume and letter explaining why you are a good fit for this position to apply@difrc.org with "Family Engagement Manager" in the subject line. We will accept applications until the position is filled. We will notify all applicants when the position has been filled.

Denver Indian Family Resource Center (DIFRC) is an equal opportunity employer that values workplace diversity. DIFRC strives to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. DIFRC prohibits discrimination of employees or 3 08/21/2022 applicants on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law