



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Project Director, Learning Partnership for Children's Services (LPCS)

Status: Full-time, 35 hours per week, calendar year appointment; grant funded position renewable, contingent upon funding.

Grade: 12

Union Affiliation: NUNC (Non-Union/Non-Classified)

Reports to: Project Director of LPCS (Faculty Member Rhode Island College)

PRIMARY PURPOSE:

The Assistant Project Director will be responsible for organizing all activities of the partnership between the Learning Partnership for Children's Services at Rhode Island College (RIC) and the Rhode Island Department of Children, Youth and Families (DCYF). The individual will collaborate with the Working Committee (an advisory committee) to develop and implement training for DCYF staff, seek and maintain partner relationships with community agencies, identify and support potential trainers/experts, encourage and support communication, collaboration between DCYF, the Learning Partnership and community agencies. The individual will engage with national organizations and Title IVE social work partners to keep the Working Committee well informed of the latest evidence-based research and training techniques. The Assistant Project Director will report to the Project Director of LPCS.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work collaboratively with the Working Committee to review, design and create training materials and modules for child welfare workers.
- Under the guidance of the Working Committee, provide oversight to the project to ensure delivery of evidence-based training to current and new workers at DCYF.
- Work with Working Committee and community agencies to identify and align training needs of child welfare workers.
- Engage with national groups, including TITLE IVE social work partners to keep the Working Committee informed of evidence-based research in this field .
- Provide timely management and reporting on progress of activities of the partnership.
- Develop, oversee, coordinate and disseminate internal and external communications related to the partnership.
- Under guidance of the Co-Directors' and Working Committee, provide supportive coordination to the oversight and delivery of the partnership.
- Provide data and evaluation on scores and trainings.
- Attend all project meetings and document the outcomes of the meetings. Attend all LPCS planning meeting with Co-Directors of the partnership.
- Responsible for generating and writing necessary reports for the partnership planning, specifically with the Working Committee meetings.
- Use collaborative approaches to problem solve and address barriers of the partnership in collaboration with the Co-Directors.

- Provide timely management and reporting on the progress of activities of the partnership.
- Develop, oversee, coordinate and disseminate internal and external communication of the partnership.
- Promote and support interdisciplinary and inter-professional collaboration to support the partnership.
- Attend agency, institutional, and other project meetings/trainings as appropriate.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Project Director (RIC partner site) and Dean, RIC School of Social Work.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's in Social Work degree from an accredited school of social work.

Experience:

Post-master's experience working in the field of child welfare.

Skills, Knowledge, and Abilities:

- Knowledge of laws and policies related to child-welfare in the State of RI.
- Knowledge of best practices in prevention and intervention models in child welfare.
- Ability to handle details accurately and to plan, communicate, and oversee work on a variety of activities.
- Knowledge of working on grant-funded projects that includes data collection and program reporting.
- Demonstrated ability to undertake new initiatives and work in an environment with complex policies and procedure.
- Excellent communication and interpersonal skill.
- Demonstrated computer proficiency with word processing, spreadsheets and electronic mail systems.

PREFERRED:

- Experience in developing and providing trainings.
- Experience in writing grants and/or working on grant-funded projects.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.