



child parent institute

building brighter futures for our children and families

3650 Standish Avenue, Santa Rosa, CA, 95407 | (707) 585-6108

www.calparents.org

Position Title: Deputy Director

Department: Executive Leadership

Reports to: Executive Director

Status: Full-Time, Exempt

ABOUT THE ORGANIZATION:

The mission of the Child Parent Institute is to end child abuse and strengthen the health of children, parents and families. The Child Parent Institute is a leading Sonoma County nonprofit that implements programs to support our mission. These programs include:

1. **Parent Support Services** – which provides a wide range of parent education and support services. These services include parenting classes; in-home parenting support; divorce education and support services; supervised visitation; perinatal mood disorder program and resource assistance.
2. **Children’s Counseling Clinic** – our counseling services provide comprehensive mental health services to children from birth to age 21. These services include: individual, group and family therapy.
3. **New Directions School** – we operate a nonpublic school for grades 5-12 serving students in need of trauma-informed education with intensive academic and counseling support.
4. **Creative Arts** – we are expanding access to the arts to help prevent and reduce many of the negative effects of poverty on children and youth. We provide art therapy groups, theatre, creative writing, movement, storytelling and music on school campuses as well as places where families and children receive services.
5. **Advocacy** – through coordination of our local Child Abuse Council, we advocate for policies that support families and protect children.

CPI has an annual operating budget of approximately \$5 million and is supported by 100 staff members, interns, consultants and volunteers. The Child Parent Institute operates a campus in Southwest Santa Rosa in Sonoma County.

Our core principles include the belief that asking for help is a strength, not a weakness, and that we use a strength-based approach to support our clients. Both of these principles must also be applied to our team’s daily interactions with each other.

More information is available at: www.calparents.org

Our mission is to end child abuse and strengthen the health of children, parents and families.



JOB SUMMARY:

The Deputy Director is responsible for creating, executing, and continuously evaluating a comprehensive strategy that ensures the quality, efficiency, and consistency of all CPI programs. The Deputy Director is a member of the executive leadership team and works closely with the Executive Director (ED), the Fiscal Manager, and Human Resources. This position reports to the ED and supervises all program managers.

ESSENTIAL FUNCTIONS:

Program Leadership

- Direct and develop programs that reflect the vision and philosophy of the organization and that are consistent with the needs of CPI and the community.
- Ensure all program policies and procedures align with the organizational goals and mission of the agency.
- In conjunction with the ED, strengthen and enhance existing programs, and develop new programs as needed in response to needs presented by children, families and gaps in services available in the community.
- Lead program integration by working with program managers and staff to ensure coordination of and communication between all organizational services and programs.
- Lead routine program meetings to maintain alignment, build team, and ensure open communications.
- Coordinate with program managers to identify potential funding sources and streams, and oversee the development of grant application processes for government and foundation support.

Supervisory Duties

- Supervise multiple program managers and support their oversight of staff, interns, volunteers, and/or subcontractors/consultants.
- Supervise the Operations Manager to collaborate across programs.
- Enhance employee engagement and commitment through participatory management, positive reinforcement, and ensuring clear goals, roles, and responsibilities.
- Performance management; set goals, provide coaching and support, monitor performance, reward and recognize, discipline as necessary.
- Approve timesheets for managers.

Administration

- Handle high level confidential and sensitive information with discretion.
- Ensure excellent relationships with all CPI program managers by working to coordinate and integrate functions of the programs.
- Attend program, general staff, and other meetings as requested by the ED.
- Oversee maintenance of all departmental records and documents and ensure confidentiality of client records.



- Ensure that all managers and staff maintain excellent relationships with clients and families, program staff, external stakeholders (e.g. government, foundation, individual contractors/donors of funds restricted for programs) collateral service-providers, mental health groups, and educational institutions, etc.
- Responsible for shared oversight of organization consistent with and reflecting organizational vision and values.
- Ensure that government mandated safety standards are met in all facilities. Review compliance annually.

Operations and Planning

- Collaborate with the ED in formulating and achieving short and long term objectives, long range goals, and strategic planning.
- Analyze data and metrics to support decision-making and provide progress reports to the CEO.
- Responsible for joint implementation of strategic plan and implementation of policies that reinforce long-term best practices.
- Participate in agency-wide fund development and reporting for public and private resources.
- Enhance organizational processes and operations to maximize service to clients and employee engagement.
- Identify short and long-term areas of concern within the organization and make recommendations for resolution.
- In conjunction with the Fiscal Manager, prepare and manage program budgets.
- In conjunction with the ED, recruit and hire program staff.
- In conjunction with Human Resources, forecast staffing needs and identify areas for staff development.
- Oversee the hours of operation of client services and scheduling of staff and interns providing service. Ensure adequate coverage and proportional workload.

Community Outreach

- Support staff in collaborating with public and private agencies on behalf of individual clients/families.
- Provide information, referral, and consultation to the community as appropriate.
- Respond to all emails and telephone calls in a timely and appropriate manner.
- Attend appropriate community meetings and participate in committees as requested by the ED.
- Stay informed about issues regarding current community needs/assessments and best practices in field work with at-risk families and report on them at staff meetings.
- Stay informed on how various laws and trends impact CPI services locally, statewide and nationally.
- Oversee the development and implementation of an outreach plan to identify children and families in need of services.



DESIRED SKILLS & QUALIFICATIONS:

Mental Health Expertise

- Licensed in California as a mental health professional and familiar with the range of mental health problems experienced by children and youth.
- Minimum five (5) years' experience providing direct services.
- Familiarity and knowledge of current policies and services available in the community for at-risk families.
- Demonstrated experience working with high-risk populations.
- Extensive knowledge of psychological trauma and its impact on children and communities.
- Skilled in working with a wide range of child and adult issues including crisis management.
- Knowledge/experience with domestic violence; parenting issues, child development and resources for low-income families.

Leadership

- Minimum of five (5) years' experience in providing program and employee supervision.
- Significant experience in program development and administration.
- Demonstrated success supervising and collaborating with staff in a manner that is flexible and supportive yet ensures accountability.
- Ability to work in partnership with strong leadership and hold our committed staff to high performance standards.
- Ability to model a strength-based approach in leadership.

Basic Skills

- Enthusiastic team player with proven ability to work with people of diverse backgrounds.
- Meticulous attention to detail.
- Excellent time-management, organizational, and communication skills.
- Excellent hands-on problem-solving skills.
- Basic computer skills required: word processing and internet search capabilities.
- Spanish language skills highly desirable.
- Willingness to undertake other duties as assigned.

Revised: November 2018