



Early Childhood Director

Position Description

RISE is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Early Childhood Director is a member of the Senior Leadership Team and is responsible for providing programmatic and quality oversight for the agency's young child and family programming including the Early Childhood Initiative, Welcome Baby and Beyond, and ParentChild+ Program. This person will directly supervise program leaders and serve as an important link between programs and senior administration. This will include developing policy, organizational goals, and participating on outside committees related to the efficient, effective operation of the agency.

Position Responsibilities:

Programmatic

1. Oversee and manage program operations of the Early Childhood Initiative, Welcome Baby & Beyond, and ParentChild+ Program to ensure service continuity and achievement of program goals.
2. Ensure best practices in early childhood care are being followed.
3. Assist the Program Coordinators, Supervisors, and direct-care staff to ensure that families are linked to appropriate community resources.
4. Advise Executive Director about gaps in service delivery system in Dane County.
5. In collaboration with others, ensure the integration of trauma-informed care, motivational interviewing, etc. into areas of oversight.
6. Maintain the confidentiality of all employees and participants in agency programs.
7. Provide back-up to staff and Supervisors as necessary.
8. Lead and direct the expansion of services in existing programs.
9. Work collaboratively with supervisors to ensure staff are oriented, trained, and meeting agency/program practice standards.
10. Work in partnership with program leaders to ensure that national mandates of ParentChild+ Program are met.
11. Work with Welcome Baby & Beyond Supervisor to maintain and monitor accreditation status through Parents as Teachers for Welcome Baby & Beyond program and ensure essential requirements are being met.

Staff Development

1. Participate in/facilitate consultation with program staff.
2. Oversee professional development and training related to early childhood activities at the agency.
3. Provide training and guidance to supervisors in order to support their development.

4. Offer training to agency staff members and the community on a variety of topics within scope of expertise.
5. Directly supervise new initiatives as necessary, and within scope of expertise.

Quality Assurance/Program Improvement

6. Work closely with program leaders and Quality Assurance Specialist to ensure that contract requirements are met and that durable results for program participants are being achieved.
7. Work with Quality Assurance Specialist to analyze program trends and make recommendations for program improvement strategies when necessary.
8. Oversee the appeals and grievances policy and practice.
9. Meet regularly with Chief Financial Officer and Development Director to ensure that programmatic offerings remain financially sustainable over time.
10. In collaboration with Program Coordinators and Supervisors, identify, establish and direct policy and procedures.
11. Lead a multi-disciplinary team of professionals in the development of additional level of care guidelines for CCF and other programs as necessary.
12. Meet regularly with Chief Financial Officer to ensure that programmatic offerings remain financially sustainable over time.

Community Outreach

1. Assess potential service delivery offerings to the community for feasibility and alignment with the agency's mission, vision, and values.
2. Partner with Director of DEI to engage diverse communities and make sure that the service delivery is culturally and linguistically competent.
3. Explore programmatic opportunities that may result in expansion of unrestricted funding.
4. Provide presentations as needed to educate professionals and the community about RISE's vision, mission, services, and programs.
5. Partner with Executive Director to meet regularly with community partners, contract managers, and strategic allies to build relationships and to further position RISE within the community.
6. Work in partnership with Director of Development to collaborate, strategically plan, collect data and share participant success stories to show impact of the programs.
7. Represent RISE on various community committees that pertain to the programs within oversight.
8. Participate in collaboration of the Early Childhood Zones throughout the community by regular attendance at operations and oversight meetings.

Administration and Development

1. Work closely with the other program level Directors for overlap between other agency programs, with particular attention to the integration of Home Based Therapeutic Services (HBTS) into early childhood programs.
2. Work with the Human Resources Manager, DEI Director and Executive Director in the areas of staff recruitment and employee relations.
3. Oversee data entry to ensure that information and reports are accurate and prepared in timely manner.

4. Work collaboratively with the Chief Financial Officer (CFO) in annual budget development and review monthly financial reports to ensure programs are operating within financial parameters.
5. Complete and monitor agency-related administrative tasks, such as time sheets, staff expense reports, time off approvals, scheduling, and performance management using agency software.
6. Prepare reports required by contract or requested by United Way, county officials, the agency Executive Director, or CFO.
7. Prepare and present reports to the Board on program operations.
8. Monitor work for contractual, legal, and regulatory compliance.
9. Work independently and make decisions that may impact program, agency, and participants.
10. Take the lead on responding to and writing RFPs that support on-going funding of the early

Supervisory/Management Responsibilities

1. Work in partnership with HR Team to support, and supervise all Program Supervisors to ensure proper onboarding, training and development, employee relations matters and performance management issues, are all handled appropriately.
2. Ensure that all programs and direct-care staff implement the overarching philosophies of a family stability model of care that is reliant upon effective family engagement, measurable outcomes and durable results.
3. Facilitate and participate in recruiting, hiring and orientation efforts for new staff, and work with Human Resources staff and the Senior Leadership Team in the areas of staff recruitment, performance recognition, and retention.
4. Provide administrative and reflective supervision to direct supervisory reports and staff.
5. Participate in program staff meetings as needed to communicate agency information from the leadership team.
6. Facilitate a monthly Early Childhood Supervisors' Meeting to ensure consistency in philosophy and practice across RISE's Leadership Team.
7. Collaborate with other directors around the provision of RISE's after-hours emergency response for enrolled participants. Provide crisis back-up to Program Supervisors and direct care staff as necessary and participate in back-up on-call schedule with other members of the Leadership Team.
8. Partner with staff on case consults as needed.
9. Appraise productivity and performance of staff members and teams according to contractual or agency guidelines.
10. Partner with Human Resources Manager to respond to employee grievances or complaints.
11. Employ staff recognition strategies in maintaining staff morale and staff effectiveness to ensure agency goals are met.
12. Partner with supervisory staff and Human Resources Manager to address employee performance issues and facilitate plans of improvement and disciplinary actions when necessary.
13. Delegate projects to others as needed.

Required Qualifications:

- Bachelor's Degree in early childhood, social work, counseling, psychology, or closely related field
- Minimum of 5 years of experience in human service-related field, working with children, families, and young adults impacted by mental health challenges
- Minimum of 3 years of supervisory or program management experience
- Knowledge and experience with early childhood development, early literacy and program administration.
- Demonstrated commitment to cultural humility and trauma-informed care
- Ability to make higher level decisions and assume responsibility for outcomes
- Ability to work both collaboratively and independently
- Demonstrated initiative and flexibility to adapt to changing needs and environments
- Ability to drive self and others via vehicle
- Daily access to a reliable vehicle, with valid drivers' license and insurance
- Demonstrated written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point, as well as willingness to learn new skills as needed or required
- Detail oriented and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Physical Demands:

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 20 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Application Instructions:

Send completed resume to hr@risewisconsin.org

Alternatively, fax to (608) 250-6637 or mail to:

Attn: Human Resources

RISE

2120 Fordem Ave

Madison, WI 53704

If you need technical assistance or an accommodation during the application/hiring process, please email us at hr@risewisconsin.org or call (608) 250-6334.

- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.