



POSITION ANNOUNCEMENT

Program Associate: Fathers, Families and Healthy Communities Demonstration Project

Estimated Start Date: March 15, 2012

Position Scope: The Program Associate will act as a system navigator for the Fathers, Families and Healthy Communities Demonstration Project (FFHC). This is a full-time position for an 18-month demonstration project administered by the Chicago Jobs Council (CJC). The primary responsibility will be to implement the FFHC operational disciplines in bi-level case management, and legal and administrative systems navigation. This includes working with the FFHC project partners, service providers, and, as needed, with fathers and their families as they interface with various service systems (case management, legal, administrative, etc) to ensure that fathers are connected to the services they need. The Program Associate will report directly to the FFHC Project Director and will be an employee of CJC.

The **Fathers, Families and Healthy Communities (FFHC)** is a consortium of social service and community development practitioners, applied researchers and academics, and public policy experts, who jointly launched the FFHC Demonstration Project. The Project brings coherence, best practices and disciplines, and support to community services for non-custodial fathers, with a focus on African American men, in order to address the disconnection they have to their children, families, community and employment which results in economic and family insecurity. The goal of the Project is to enhance the engagement of fathers to their families and communities, thereby improving the outcomes of their children. The Project involves implementation of disciplines with program partners, development of peer networks, research, evaluation and policy advocacy activities.

The **Chicago Jobs Council (CJC)** is the fiscal agent for the project. CJC is a policy advocacy organization whose mission is to ensure access to employment and career advancement opportunities for people in poverty. CJC works with community-based providers and advocates to identify issues that affect disadvantaged job seekers, and collaborate to develop strategies for reforming public policies and improving local programs.

Responsibilities:

- Implement the FFHC operational disciplines for Bi-Level Case Management and Legal and Administrative Systems Navigation.
- Understand and promote the key components of the FFHC strategy such as: the “No Wrong Door” principle; inclusive client-centered strategies; ensuring effective referrals; working with representatives from courts and the child support system.
- Develop and implement a comprehensive service strategy that effectively integrates and coordinates the actions and services of all partner agencies within each project community.

- Design and implement service-delivery, organizational and communication systems and protocols that support a comprehensive service strategy.
- Work with project partners to help establish and maintain inter-agency relationships, communications and systems.
- Actively arbitrate and advocate between agencies to ensure that individual clients receive coordinated services and interventions.
- Participate in evaluations of service-delivery quality and related outcomes, and utilize results to continuously improve the implementation of Bi-Level Case Management and Legal and Administrative Systems Navigation.
- Act as project manager for the establishment and maintaining of one or more participant-led affinity groups.

Skills and Qualifications:

- Demonstrated commitment to FFHC goals.
- Bachelor's degree and four years relevant work experience and/or relevant training or degree, including experience in programs that address fatherhood issues, including: child development, parenting, marriage, child support, and/or family law. Master's degree in related discipline preferred.
- Excellent project management skills.
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse stakeholder groups.
- Self-starting and self-directed work habits, but able to work as a team member.
- Clear, concise, and persuasive written and verbal communication skills.
- Experience using Microsoft Office suite applications, including Access.
- A flexible, problem-solving approach and ability to resourcefully respond to challenges and opportunities.
- Excellent organizational and time-management skills and ability to handle multiple priorities.

APPLICATION CLOSING DATE: *February 24, 2012 (or until position is filled)*

The Chicago Jobs Council offers competitive compensation, commensurate with experience, and an excellent benefits package. Send cover letter, resume, and a brief writing sample via e-mail to hr@cjc.net (documents must be submitted in either MS Word or PDF format).

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