



OCOK Director of Special Projects

Relationships:

Department: "Our Community Our Kids"

Supervisor: OCOK Director of Network Development

Direct Reports: N/A

Position Function:

The Director of Special Projects will conduct planning for any assigned services, responsibilities, and special initiatives of the OCOK division, and implement solutions and projects as approved.

Requirements:

Education: Bachelor Degree is required (could be human service or project management related). Masters degree preferred.

Experience: Two years experience in either child welfare, social services, project management, healthcare administration or managed care

Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong leadership skills
- Ability to prioritize tasks appropriately

Working Conditions:

Position may include potential exposure to parents, guardians, and conservators as well as to youth with behavioral problems, including possible physical aggression. Some travel in-state as well as out of state is required. A personal insured vehicle is required for travel.

Exposure to Confidential Information:

The Director of Special Projects may have access to confidential records including children, biological family, kinship family and foster care and adoption records. Must maintain confidentiality and follow policies related to personnel records and client records.



Key Expectations/Responsibilities:

- Maintain high ethical standards which are outlined in the ACH Child and Family Services Code of Ethics.
- Utilize Change Management, Project Management and Business Process Management disciplines for successful, on-budget and on-time initiatives delivery.
- Serve as a liaison to agency and division leadership for all assigned projects.
- Meet project goals, especially related to deliverables, performance measures, and processes;
- Will provide oversight and management of assigned projects and related tasks, and planning for improvements where needed.
- Ensure the coordination of documentation, systems and department staff to achieve the goals of any assigned project:
- Draft schedules for implementation of project plans
- Monitor project progress, drafting and distributing periodic progress and performance reports for leadership and stakeholders;
- Maintain compliance with applicable laws, regulations, policies, and best practices;
- Coordinate budget planning, ensuring budget alignment with project goals and operations;
- Collaborate with the finance department to ensure the effective and efficient financial administration of any assigned projects;
- Hire, train, and supervise project staff, if needed;
- Ensure DFPS required background checks and DFPS required trainings are completed.
- Ensuring records are complete, accurate, and maintained in a manner which protects the confidentiality of all clients being served;
- Performs other related duties as assigned by supervisor and agency leadership.
- Will function as the project leader for assigned projects such as the Texas Family First pilot project.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

Employee's Signature

Date

HR Signature

Date

Dates Reviewed/Updated: (JW) August 2022