



MECCA

MULTI-ETHNIC COLLABORATIVE
OF COMMUNITY AGENCIES

MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES

Home Visiting (HVP) Director

POSITION OVERVIEW:

The function of the Director of Home Visiting is to oversee the Home Visiting Program funded through the County of Orange, Social Services Agency CalWORKs. The Home Visiting Director will direct the overall implementation of the program and supervises program staff and its subcontracting or affiliated agencies. As a member of senior management, the Home Visiting Director works collaboratively with the executive leadership team to ensure that the strategic direction of the program is met and ensure the program is in impactful while in compliance with contract requirements.

CLASSIFICATION: Programs (Full-Time Exempt)

REPORTS TO: Director of Programs

KEY RESPONSIBILITIES:

- Oversee all aspects of implementing the OC SSA CalWORKs Home Visiting Program assuring that all policies and procedures are followed and enforced
- Provides leadership and influence to advance and sustain home visiting programs in Orange County
- Administer and lead subrecipient contract awards in support of program implementation
- Monitor and manage the program budget and related expenses
- Develop and implement a program evaluation plan and assure ongoing program development to meet contract deliverables
- Oversee staff development and successful integration of program contractors
- Maintain positive collaborative relationships with all program stakeholders and enhance the partnership

POSITION FUNCTIONS:

- Supervise staff and work with the management of the collaborative to develop positive solutions
- Attend contract related meetings, trainings, and participate actively as an agency representative with other collaborative partners and community networks
- Conduct outreach and represent the organization to the community and other stakeholders as needed
- Develop program policies and procedures and formulate short and long term plans necessary to implement the program
- Provide training for staff and develop procedures, models, and comprehensive frameworks of delivery
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Exceptional management and implementation skills to launch new programs and expand existing services
- Masters' Degree in social work or related field, or equivalent degree from an accredited college or university and/or at least four (4) years direct service experience with children and families, and at least three (3) years of supervisory experience with child and family programs that indicates knowledge of child welfare system, maternal child health systems, early learning, child development and early childhood mental health, and (2) years of experience managing large collaborative projects.
- Demonstrated ability to be culturally responsive to the families served in the Home Visiting program, bilingual ability preferred
- Demonstrated ability for leadership to improve and expand early childhood program networks at the county, state, or national level including expanding early childhood equity
- Understanding and applying Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Valid CA Driver's License and acceptable driving record and valid car insurance
- Must pass criminal background check

COMPENSATION: \$75,000 - \$85,000 salary based on experience plus benefits.

LOCATION: Santa Ana, CA

BENEFITS:

- Medical, vision, and dental insurance
- Term life insurance with ADD
- Employee Assistance Program
- Professional development reimbursement
- 14 paid holidays + 1 paid floating holiday

Equal Employment Opportunity: MECCA is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

For consideration submit your Resume and Cover Letter to humanresources@ocmecca.org