

ALLEGHENY FAMILY NETWORK (AFN)
PA-Family Alliance for Children's Services (PA-FACS) - Project Director
Job Description

Project Overview

Allegheny Family Network (AFN) is the recipient of a three-year (September 30, 2018-September 29, 2021) federal grant, along with additional resources, to establish a statewide family support infrastructure and alliance that will improve the lives of families raising children and youth with mental health issues, many with complex needs and involvement in multiple systems. The proposed alliance, PA-Family Alliance for Children's Services (PA-FACS), will work with existing PA family organizations, support emerging organizations with technical assistance, support families with leadership training and networking opportunities, support the state and county stakeholders with confident and competent family partners that can help plan and develop policies, and enhance the state and counties by bringing all the stakeholders together annually to learn together, celebrate successes, and establish new issues to address.

Position Overview:

The PA-Family Alliance for Children's Services (PA-FACS) Project Director is a new position and will be a key member of the Allegheny Family Network's leadership team. The applicant can be from anywhere across PA but must live in PA. The successful applicant will be responsible for the development, implementation, and oversight of all aspects of the Substance Abuse and Mental Health Services Administration (SAMHSA) grant and other funds directed to establish PA-FACS. This unique person will work directly with the leadership of existing PA family organizations, with county administrators and county level family leaders and advocates that are planning to develop family support services, and with the state Mental Health and Substance Abuse Services (OMHSAS) leadership.

Supervisory Relationship: This position reports to the Chief Executive Officer, Allegheny Family Network; a Project Assistant will report to this position initially with additional staff planned for the future.

Duties and Responsibilities (to be accomplished over the first three years):

- Oversee and manage the SAMHSA funded statewide family network grant, and additional resources/grants as awarded.
- Oversee the development and ongoing functioning of a statewide parent advisory board
- Develop, implement, nurture, and support a state-wide alliance of existing family organizations and family support advocates (PA-FACS); determine strengths, gaps, and opportunities to work together
- Develop the capacity for PA-FACS to provide and/or coordinate others to provide technical assistance to family organizations at the county level to identify and enhance emerging family support efforts.
- Support the implementation of family leadership training opportunities and engage partners who promote family voice throughout child serving systems and policies.

- Develop a methodology to collect and disseminate information about existing trainings and resources that are available through PA-FACS partners and throughout the Commonwealth for families raising children with mental health or emotional challenges.
- Join existing efforts to support OMHSAS in establishing family peer support as a Medicaid billable service.
- Collaborate with OMHSAS and the Youth and Family Training Institute in the implementation of the Family Peer Support Specialist (FPSS) training.
- Coordinate an annual statewide PA Unity Summit, bringing family leaders and advocates together to learn about issues related to parents raising children with mental health needs.
- Mobilize available resources to obtain grants, contracts, and other resources to assure the sustainability of PA-FACS.

Minimum Qualifications:

- Bachelor's degree or advanced degree preferred.
- A minimum of five years of progressively responsible experience in the family support, behavioral health and/or other related child-serving system, including supervisory experience.
- A combination of education and experience will be considered.
- Must have direct experience as a primary caregiver raising a child with behavioral health challenges.
- Direct experience in building collaborative relationships with system partners/providers
- Knowledge of the child serving systems
- Able to collect and interpret data and make recommendations based on that data
- Above average computer skills
- Excellent written and verbal communication skills including the ability to speak comfortably to small and large audiences, and to write grants
- Excellent interpersonal skills and problem-solving skills
- Ability to work independently and as a team player
- Ability to adapt to changing and competing priorities

Travel, Special Conditions, or Requirements: Possession of a valid Pennsylvania driver's license and reliable means of transportation required, extensive in-state and some out-of-state travel required. Requires Commonwealth of Pennsylvania Act 33/34 clearances and FBI clearance. Primary work site negotiable.

Hours: 37.5 hours per week which may include evenings and weekends