



## JOB DESCRIPTION

JOB TITLE	<b>QPI Project Manager</b>	INCUMBENT'S NAME	
REPORTS TO:		SUPERVISOR'S NAME	
FLSA STATUS	<input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT	SHIFT:	
SUPERVISORY RESPONSIBILITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	COMPLETED BY:	
NUMBER OF PEOPLE SUPERVISED	0	APPROVED BY:	

### POSITION SUMMARY

Deals with a diverse group of important external clients and internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload, recommends and executes improvements in organizational procedures.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

Full-time position, with minimum 40 hour per week of work for the full year.

- Coordinate and facilitate all Quality Parenting Initiative (QPI) Projects within Miami-Dade/Monroe (M-D/M) including Steering Committee as well as AdHoc Committees;
- attend all QPI-Florida (QPI-FL) meetings;
- attend all Department of Children & Families (DCF) and Foster-Adoptive Parent Association (FAPA) Conferences;
- attend Miami-Dade/Monroe FAPA meetings;
- create and distribute all QPI related materials and information;
- coordinate and facilitate presentations to stakeholders in M-D/M;
- participate in Our Kids Foster-Adoptive Parent Conference;
- coordinate with Licensing Supervisor for trainings related to QPI and Licensing, and
- all other duties as assigned by QA Director related to Our Kids QPI Program.
- Other duties may be assigned related to Our Kids

**EXPERIENCE/PERFORMANCE REQUIREMENTS (Knowledge, skills and abilities):**

- Ability to establish and maintain effective working relationships with others, including members of outside agencies.
- Must have a minimum of 5 years experience in Social Service.
- Expertise in the child welfare system to include extensive knowledge of policy and practice.
- Knowledge of current trends and cutting edge approach to service delivery.
- Strengths in analysis, program design and implementation, public relations and quality/performance improvement.
- Must have comprehensive knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software, including Word, Excel, and other MS Office products.

**CORE ABILITIES**

- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Integrity—the individual possesses high ethical standards and expects the same from all others in the organization
- Dedication—the individual should be committed to achieving results under demanding time frames.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

**EDUCATION REQUIREMENTS**

- Master's Degree from an accredited college or university in Social Work or a related field and a minimum of 5+ years relevant senior management experience, or
- Bachelor's Degree from an accredited college or university and 10+ years relevant senior management experience, or
- Commensurate combination of relevant experience and education.

**LICENSES AND CERTIFICATIONS**

- Possess a current Background Clearance Screening Letter as required by DCF.
- If local travel is required, a Valid Florida driver's license and documentation of current automobile insurance is required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Employee will work in an office/clerical environment. The employee will work predominantly seated with recurrent need to walk, stand, and bend from the waist. Occasional light lifting, stooping, and climbing may be required. Occasional local travel.

**GENERAL INFORMATION**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description should not be construed to constitute contractual obligations of any kind or a contract of employment between Our Kids and any employee. Employment at Our Kids is "at-will" and either party can terminate the employment relationship at any time, with or without just cause.

**EMPLOYEE SIGNATURE**

**DATE**