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| Position Title: Family Policy Advisor STATUS: Full-time (35 hours) salaried | | |
| Location/Affiliate: | | |
| Region 1 - Buffalo NY | Region 4 - Albany NY | Region 7 - Long Island |
| Region 2 - Rochester NY | Region 5 - Westchester NY | Region 8 - Native American |
| Region 3 - Syracuse NY | Region 6 - New York City | |
| Purpose: Families Together in New York State (FTNYS) in partnership with the New York State Office of Children and Family Services (OCFS) is seeking to employ Policy Family Advisors at the state level to assist OCFS in developing policies and procedures that promote the voice of parents throughout the child welfare system. | | |

Qualifications: Policy Advisors are parents with lived experience navigating the child welfare system

- Must have lived experience accessing and using services in the child welfare system
- Prefer current credentialed Advisor or **MUST** meet criteria to become a credentialed
- Must be able to travel throughout state/region; with some overnight travel outside of region is required
- Develop and provide training
- Ability & flexibility to work remotely and in-person at the regional office of OCFS
- Willing to publicly share your journey
- Plan and facilitate focus groups, meetings, and conference; both virtually and in-person

Family Policy Advisors will:

- Assist with case reviews and constituent complaint investigations
- Organize, convene conferences and town hall meetings
- Participate in learning collaboratives to solicit feedback to shape the OCFS's policy agenda
- Support the development of a Family Peer Support Services program model
- Partner with Local Department of Social services (LDSS) to support the development of the Family Peer Advocate workforce

Essential Job Functions: The major duties of the job that constitute the fundamental tasks and/or responsibilities of the position. Employees must be able to perform the following essential functions:

- Advise & advocate in matters of policy, and education to all family, child/ youth service systems
- Increase parent/caregiver involvement and advocacy across the child welfare system
- Provide outreach to advance family driven care
- Provide agency technical assistance
- Support the Peer Advocate workforce
- Develop training material to address needs of Peer Advocates and provider agencies
- Partner with all regional Policy Advisors from other child serving agencies
- Engage in training, development, and empowerment of future family leaders

Knowledge/Skills/Experience:

- Independently motivated; excellent project coordination and organization skills; attentive to details and timelines.
- Experience with leadership and advocacy; excellent written, verbal, and interpersonal communication skills
- Ability to engage with diverse Groups & to speak with small and large groups of people
- Experience and expertise with various software packages: Microsoft Word, Excel, PowerPoint, Go-To, & ZOOM