

DIRECTOR OF WORKFORCE DEVELOPMENT

Families Together in NYS, a Statewide family-run non-profit organization, is seeking an individual with lived experience as a parent or primary caregiver of a child with a disability to head up the Department of Workforce Development.

This is an **exciting opportunity for a dedicated, creative person** who enjoys working in a collaborative environment. As **Director of Workforce Development**, you will partner with New York University, McSilver Institute for Poverty Policy and Research's Community Technical Assistance Center (CTAC) to grow and sustain a strong credentialed Family Peer Advocate and Youth Peer Advocate workforce across NY State.

RESPONSIBILITIES

The Director of Workforce Development is responsible for the training and credentialing of Family Peer Advocates (FPAs) and oversees the training and credentialing of Youth Peer Advocates (YPAs).

Primary responsibilities of this position include, but are not limited to:

- Supervise Workforce Development Admin Manager and YPA Training and Credentialing Manager
- Fiscal and administrative oversight of the Department of Workforce Development
- Ensure all Credential compliance with Medicaid and other state requirements
- Develop annual work plan and produce quarterly and annual reports
- Maintain communication with NYS Office of Mental Health and represent the Department of Workforce Development in relevant initiatives
- Ensure fair, equitable and timely Credential application review, following all protocols
- Sustain departmental culture of customer service to assist all who are eligible to get a Credential
- Oversee management of the credentialing databases, webpages and marketing materials
- Maintain Department focus on Customer service
- Facilitate the Workforce Development Advisory Committee
- Plan and facilitate Monthly TA Calls for FPSS providers
- Coordinate trainers for the PEP in-person/virtual training and participate as a part of the training team
- Plan and implement 'Train the Trainer' sessions as needed
- Review all FPA Credential Applications and provide assistance to applicants as needed
- Develop informational Webinars as per contract deliverables
- Presentations and/or table at statewide and regional conferences
- Outreach to provider community to assure understanding of FPA Credential and Family Peer Support Services
- Work with FTNYS Chapters and Parent Advisors on strategies to expand and sustain the FPA Workforce
- Represent/Support the voice of families and the needs of FPAs across the state

LOCATION & STATUS:

- Virtual, work from home with occasional meetings in New York City and Albany, Full-time (35 hours) salaried employee.

QUALIFICATIONS

- **Must** have personal lived/life experience accessing and using services within the children's behavioral health system for the benefit of your child/youth

- The ideal candidate will have a Bachelor's degree or higher and a minimum of five years related experience OR equivalent lived and/or professional experience.
- Current credentialed FPA preferred or **MUST** meet criteria to become a credentialed FPA. <https://www.ftnys.org/workforce/family-peer-advocate-credential/>
- Ability to work remotely- comfortable using Zoom and other virtual meeting platforms
- Experience developing and providing trainings
- Experience in planning and facilitating focus groups, meetings, both virtually and in-person
- Some statewide travel required

KNOWLEDGE/SKILLS/EXPERIENCE:

- The ideal candidate will have a Bachelor's degree or higher and a minimum of five (5) years related experience OR equivalent lived and/or professional experience.
- Independently motivated
- Excellent project coordination and organization skills; attentive to details and timelines.
- Experience with supervision, leadership and advocacy
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated ability to engage with diverse groups
- Demonstrated ability to speak with small and large groups of people
- Experience and expertise with various software packages: Microsoft Word, Excel, PowerPoint, Go-To, ZOOM and Google suite

APPLICATION PROCESS:

- Applicants must send a resume with a formal cover letter to sburger@ftnys.org to be considered. **No application with be reviewed without a cover letter.**