

**Position Title: Family Policy Advisor**

**Status: Full-time (35 hours) salaried**

**Location/Affiliate:**

Region 3 Syracuse FT The Atrium-Suite 350 100 S. Salina Street, Syracuse, NY 13202	Region 7-Long Island (part-time, 18 hours)	Statewide: parent/caretaker, person that identifies as a male OCFS Regional Office
---	---	--

Purpose: Families Together in New York State (FTNYS), in collaboration with the New York State Office of Children and Family Services (OCFS), is looking to hire Statewide Family Policy Advisors. The advisor will assist OCFS to develop policies and procedures that amplify the voices of parents within the child welfare system.

**Qualifications:**

- Must be a parent/caretaker who has navigated the child welfare system and has experience accessing and using its services.
- Must hold a current FPA credential status/ or peer certification.
- Ability to travel throughout New York State, with some overnight travel required.
- Ability to work in-person at the various regional office.
- Excellent written, verbal, and communication skills.
- Experience with engaging diverse groups of people.
- Experience with various software packages, including Microsoft Office Suite and meeting software.
- Independently motivated to educate oneself with resources provided.
- Ability to illicit and receive feedback on new information learned.
- Experience with project coordination.

**Desired Skills:**

- Open and motivated to explore new ideas and differing viewpoints
- Organizational skills
- Willingness to receive guidance and supervision from more than one person
- Ability to take their own experiences and relate it to the system at large
- Have a strong desire to work with others transparently
- Strong critical thinking and problem-solving skills
- Being able to manage confidential information responsibly  
Work as part of a team.

**Responsibilities:**

1. Attend meetings with OCFS staff at Local Department of Social Services (LDSS), Voluntary Foster Care Agencies and other stakeholders within the Child Welfare System
2. Participate in the development of Program Improvement Plans, particularly where parent and family engagement should be strengthened.
3. Respond to constituent complaints as assigned.

4. Assist with program reviews that would include reading case records, interviewing parents and other stakeholders.
5. Attend and participate in regularly scheduled staff meetings.
6. Develop and facilitate workshops and presentations.
7. Facilitate community meetings and conferences, both virtually and in-person.
8. Participate in learning collaboratives to gather feedback and shape OCFS's policy agenda.
9. Advise and advocate on policy and education matters related to family, child, and youth service systems.
10. Work with community-based initiatives to increase parent/caregiver involvement across the child welfare system.
11. Provide technical assistance to agencies.

Application Instruction: Send a cover letter detailing personal experience and a resume mail to: [employment@ftnys.org](mailto:employment@ftnys.org)