



## Developmental and Behavioral Health Director Community Health and Wellness Department

### Summary of Position

FIRST 5 Santa Clara County (FIRST 5) is seeking qualified candidates for the Developmental and Behavioral Health Director position. Under the supervision of the Interim Chief of the Community Health and Wellness Department, the Developmental and Behavioral Health Director is responsible for the strategic planning, development, implementation, evaluation and reporting of initiatives and programs related to developmental and behavioral health, courts, and child welfare; development and monitoring of contracts; development and strengthening of community partnerships by serving as a liaison in appropriate forums; and reflective supervision of staff.

### Background on FIRST 5 Santa Clara County

FIRST 5 Santa Clara County (FIRST 5) was formed when California voters approved Proposition 10 in November 1998. FIRST 5 is a public entity governed by a nine-member commission. FIRST 5 allocates funds to promote and support early childhood development for children prenatal through age 5 and to enrich the lives their families.

Through an extensive planning process, the community identified seven priority areas in which FIRST 5 invests its resources: 1) Children's Health; 2) Family Strengthening and Support; 3) Neighborhood and Community Engagement, 4) Early Care and Education; 5) Systems Change; 6) Workforce Development and; 7) Communications and Public Awareness. Based on the priorities the Commission adopted the following goals: 1) Children are born healthy and experience optimal physical, behavioral, and developmental health; 2) Families are resilient and raising happy, healthy, and thriving children; 3) Families in all communities and neighborhoods are engaged, connected, and involved in supporting the healthy development and well-being of children; 4) All children experience high-quality early care and education opportunities in various settings that prepare them to be lifelong learners at home, school, and in their communities; 5) County systems are integrated, strategic, and culturally responsive in their approaches to strengthening and supporting families; 6) The community (FIRST 5 staff, partners and other service providers) has the knowledge, skills, and capacity to support children prenatal through age 5 and their families; and 7) The community is aware of the importance of early childhood and FIRST 5's mission, priorities, investments, partners, and impact.

Potential applicants are encouraged to visit FIRST 5's website at [www.first5kids.org](http://www.first5kids.org) in order to better understand FIRST 5's initiatives, programs and services.

### Essential Functions and Responsibilities

- Collaborate with the CEO, Chiefs and other Directors to establish an organizational structure and systems that foster a culture of leadership, innovation, accountability, excellent service, and continuous improvement within FIRST 5
- Lead program's/unit's participation in implementing the agency's strategic plan in collaboration with the Chiefs, other Directors and department staff
- Work in collaboration with Chiefs, other Directors, and Assistant Directors to initiate and/or participate in integrated planning, implementation and continuous improvement efforts within and across departments

- Participate in developing local, state and national funding proposals and partnerships that leverage and/or sustain FIRST 5's investments
- Communicate about FIRST 5's strategic direction, investments and impacts to all internal team members and external partners
- Gather and share information to/from the CEO, Chiefs, other Directors, internal team and external partners to inform FIRST 5's work
- Lead/facilitate development and implementation of short- and long-term operational plans that align with the strategic plan
- Lead/facilitate development of systems, processes and practices necessary to implement operational plans
- Provide leadership, coaching, supervision, and guidance to team members
- Manage distribution, volume and completion of work assignments within the team
- Identify staffing needs and develop recommendations for staffing structure
- Develop pathways for team members' professional development
- Establish collaborative, effective working relationships with all internal team members and external partners
- Represent FIRST 5 in external meetings (in addition to or in place of CEO and/or Chiefs)
- Provide excellent service to internal and external customers
- Provide regular reflective facilitation to staff to foster and support effective teamwork, innovation, accountability, and excellence
- Evaluate staff performance
- Direct initiatives and programs related developmental and behavioral health, courts, and child welfare, such as, but not limited to: Help Me Grow/KidConnections System of Care, Universal Developmental Screening Initiative, Court Appointed Special Advocates, Family Law Treatment Court, and Public Health Nursing Home Visiting Program for children and their families in the child welfare system.
- Manage initiative and program level strategic planning, implementation, data collection, evaluation, and reporting of outcomes
- Collaborate with staff and leadership team to develop and implement policies and procedures to achieve organizational objectives.
- Manage program activities to ensure continuing operations and increasing productivity.
- Write and manage grant proposals
- Manage procurement processes such as requests for proposals.
- Manage contract development, invoicing and reporting processes as well as relationships with grantee, vendor, and grantor partners.
- Deliver speeches and presentations to promote FIRST 5 Santa Clara County, exchange ideas and accomplish departmental and organizational objectives.
- Foster and promote a positive team and organizational work environment.
- Perform other tasks as required.

### **Required Knowledge, Skills and Abilities**

General Knowledge of:

- Interagency and interdisciplinary collaboration
- Project management
- Contract development and monitoring

- Budget planning and analysis
- Strategic planning and group facilitation
- Systemic approaches to supporting the healthy development of children under age 6 and their families
- Courts and child welfare services and systems
- Trauma-informed and healing-focused care in relation to adverse childhood experiences
- School readiness
- Early childhood development
- Infant-family and early childhood mental health
- Reflective practice and reflective supervision
- Standardized early screening and assessment tools, such as Ages and Stages Questionnaires
- Racial equity, inclusion, and needs of diverse ethnic, social and economic communities
- Program planning, development, implementation, data collection and evaluation
- Effective teamwork
- Computer programs (e.g., Word, Outlook, Power Point, Excel)

#### Core Competencies:

- Maintains standards of confidentiality and a strong commitment to ethical practice.
- Demonstrates safe work practices and exhibits understanding of emergency response techniques appropriate to position.
- Focuses on understanding and meeting customer needs.
- Maintains positive work relationships in a respectful and collaborative manner.
- Maintains good communication with others ensuring others have necessary information.
- Actively works toward organizational improvement and professional growth.
- Actively promotes FIRST 5's Core Values

#### Ability To:

- Communicate effectively both verbally and in writing
- Plan, organize and evaluate programs and services
- Be an effective member of a team
- Maintain stability and leadership in a rapidly changing environment
- Work effectively as a leader of a team internally and externally
- Speak effectively in public
- Prepare and review reports
- Develop and recommend effective courses of action
- Establish and maintain program objectives, priorities and policies
- Develop short- and long-range budget plans that accurately reflect program needs

#### **Educational and Work Experience Requirements**

- Bachelor degree (Master degree preferred) in psychology, social work, public health, or a related field
- At least two years of experience supervising staff

- At least two years of experience implementing and managing courts, child welfare, developmental and/or behavioral health programs/services

#### **Work Environment**

- Clearance of background checks as required by local, state and federal regulations
- Must be able to travel within and between early education sites and to conferences, trainings, and meeting sites within and outside the county
- Setting-up for meetings may require lifting or carrying cumbersome materials such as easels, flip charts, refreshments, etc.
- Ability to work evenings and weekends as required
- Must be able to speak, read, and write English fluently

#### **Term**

This is a full-time, exempt position.