



WRI

Welfare Research, Inc. d/b/a WRI Solutions (WRI)
14 Columbia Circle, Suite 104, Albany, NY 12203
www.wrisolutions.org

POSITION AVAILABLE: PROGRAM MANAGER (One positions to be filled prior to April 30, 2024)

Immediate Opening: One contracted, grant-funded Program Manager position through September 30, 2025, with potential extension subject to continued funding availability. **Applications received through March 30, 2024.**

- **Location:** Prevention Unit, NYS Office of Children and Family Services (OCFS) Main Office, 52 Washington Street, Rensselaer, NY 12144 (Up to two days of remote work possible after initial training period, dependent on current OCFS policies.)
- **Hours:** Full-time (37.5 hrs/week, Monday through Friday).
- **Pay Rate:** Starting annual salary of \$61,270 (Salary established in contract and is non-negotiable.)
- **Benefits:** WRI offers membership in the New York State Employees' Retirement System, in addition to Worker's Compensation insurance, health insurance, group term life insurance, paid holidays (following the NYS Executive Branch schedule) and the employer match of Social Security and Medicare contributions. After six months of continued employment, employee is eligible for dental insurance as well as a pre-tax cafeteria program for unreimbursed medical expenses or dependent care expenses.

Statewide not for profit seeks to hire a full-time Program Manager to provide services to NYS OCFS in their Prevention Unit. The Program Manager would assist OCFS staff in the monitoring of programs funded by William B Hoyt Trust Fund and/or Community-Based Child Abuse Prevention (CBCAP) and/or other OCFS funded programs. The Program Manager will be required to monitor the programs to determine that they meet OCFS standards, implement program model(s) with fidelity where applicable, as well as meet contractual obligations. The Program Manager will assist in supporting OCFS' oversight of the programs. As part of this oversight responsibility, the Program Manager will need to assure that programs are providing a strength-based approach engaging families, providing services according to approved work plans to strengthen and support families and to reduce risk factors of child abuse and neglect.

WRI Solutions is a mission-driven organization that provides assistance to public and private agencies supporting an array of work in human services. WRI is an equal opportunity employer and encourages candidates to apply who come from diverse backgrounds and who have personal lived experience as a member of a marginalized community.

Candidates interested in this position should send a current resume by email only to WRI at info@wrisolutions.org PRIOR TO March 30, 2024, with the subject line "Program Manager."

Interviews will occur via Zoom videoconference platform.

Duties and Responsibilities:

- Provide monitoring, quality assurance and technical assistance through review of program, data, and fiscal reports, regular communication via email, telephone, and in-person site visits to ensure adherence to program standards and contract requirements.
- Develop written reports and program summaries.
- Stay apprised of program requirements through training and research.
- Develop program contracts; approve performance targets, work plans, and program budgets; and monitor contract spending.
- Promote intra and inter agency coordination.

- Present on various aspects of the work.
- Review and rate proposals submitted in response to a Request for Proposal.
- Represent the unit, bureau, and agency at meetings and workgroups.
- Perform additional duties as needed to support the bureau or unit.

Travel required – estimated at 18 site visits annually throughout New York State. Travel and per diem expenses will be reimbursed in accordance with guidelines established by the Office of the State Comptroller.

Minimum Qualifications: The Program Manager must possess the following educational and experience requirements:

- A bachelor's degree; AND two (2) years of professional qualifying experience*.
OR
- A master's or higher degree; AND one (1) year of professional qualifying experience*.
OR
- A master's or higher degree in social work.

*Qualifying experience is defined as EITHER:

1. Providing services to children and their families either in the inspection, management, or administration of: foster care programs; day care programs; adoption programs; domestic violence programs; youth detention facilities; or other providers of care, support, and assistance to children, assuring compliance for certification or licensing purposes;
OR
2. Providing, supervising, monitoring, or administering services for children, adults, or their families, such as: providing social casework, case planning, case management, counseling, crisis intervention, advocacy on behalf of clients, or direct investigation of potential abuse and neglect in one or more of the following settings: human services; juvenile justice; criminal justice; local departments of social services; or local voluntary childcare service programs, or comparable services

The Program Manager must possess the following:

- A Valid NY State driver's license
- A resume that documents, at a minimum, the required experience above, to include all positions held during the last five (5) years
- Proof of degree and educational requirements
- Three (3) professional references that can attest to the candidate's capacity, written and oral communication skills, and the facilitation skills to manage this initiative.

Clearance from the New York State OCFS State Central Register will be required prior to starting work.

Contact info@wrisolutions.org with any questions or to submit a resume.