Position: Director Child Welfare Training and Advancement Program (CWTAP)

Job Description
The Program Director is responsible for the overall development, coordination and administration for all EWU CWTAP sites, CWTAP staff, and CWTAP students. The Director will ensure a regular program of recruitment, application, selection and retention to CWTAP, provide coordination of the CWTAP meetings, oversee program communications and procedures, provide instruction and consultation to the CWTAP Faculty Field Instructors regarding CWTAP contract, policy and procedures. Work directly with the office of field regarding training and placement of CWTAP students. Maintain files that meet the requirements of the Children’s Administration. The Program Director will act as liaison with social work faculty at various EWU campuses and provide oversight of the educational contract integrity, budget management and supervision of support staff for the funded programs, continual development of funding resources, curriculum that supports CWTAP mission and Children’s Administrations federal regulations. The Program Director will be expected to travel to all the sites, participate in regional advisory meetings and CWTAP State quarterly meetings. The program Director will be expected to develop on going relationships with each region as well as the state stakeholders for the CWTAP (Title IVE program).

The CWTAP staff consists of the following:
- Everett 2 faculty field instructs, 24 students, 1 support staff
- Vancouver 2 faculty field instructors, 24 students, 1 support staff
- Yakima 2 faculty field instructors, 24 students, 1 support staff
- Spokane One Day Program 1 faculty field instructor, 13 students
- Spokane Evening Program 1 faculty field instructor, 13 students
- Cheney Full Time Program 1 faculty field Instructor, 13 students, 1 support staff
- EWU Campus 1 Director, 1 Associate Director, 1 support staff, 1 Fiscal Specialist

Major Responsibilities
- Administer and coordinate Child Welfare Training and Advancement program Student Sites in Cheney, Spokane, Everett, Yakima and Vancouver.
- Monitor grant budget, program expenditures and assist in the development of yearly contract negotiations. Work with the Fiscal Specialist in preparation of Quarterly and annual reports.
- Supervise faculty field instructors, support staff and graduate assistants. Facilitate regular meetings with faculty, staff and students.
- Serve as a liaison between Children’s Administration, University of Washington CWTAP and EWU.
- Develop on going recruitment plans that focus on CA offices t all sites throughout Washington.
- Develop on going practicum opportunities for students following the Title IVE guidelines.
- Facilitate development of strong partnerships and interagency protocols in each region.
• Increase positive perceptions toward child welfare practice among students, faculty, DCFS and the community.
• Work with Faculty Field Instructors within each program to develop on going projects.
• Explore, develop and promote collaborative projects/partnerships with DCFS and the community.
• Participate and develop curriculum in the area of child welfare.
• Travel required on a quarterly basis to al sites.
• Responsible for the planning and implementation of the student institute every other year.
• Work with FFI’s and students developing projects for the student institute.

Qualifications
• MSW degree with 2 years post degree experience
• Experience in child welfare
• Experience in working with local, state and federal agencies
• Experience in administration
• Experience in administrative and program development
• Experience as a practicum instructor, educator, or teacher
• Proven ability to work independently as well as collaboratively
• Experience working with a diverse population
• Demonstrated commitment and enthusiasm for the profession of social work and public child welfare practice

Application Deadline and Information

Review of applications will begin on August 24, 2007 and will continue until position is filled.

Candidates need to submit a cover letter indicating your reason for applying, a current resume, and three letters of reference. All materials should be sent to: