

POSITION POSTING

DIRECTOR OF FAMILY SERVICES (part time)

Organization: The Tiny Miracles Foundation (TTMF) was founded in 2004 and is the pre-eminent organization providing comprehensive services, programs, and assistance to premature babies and their families throughout Fairfield County. With formal relationships with 5 area hospitals, TTMF is active in responding to the critical needs of premies and families, each year touching more than 1,200.

Position Overview: The Director of Family Services' role includes the development, execution, and overseeing of the direct service programs of the organization. The Director plays a major role in the implementation and expansion of TTMF's extensive services, and is responsible for the growth of these services, assessment, and interacts with TTMF partner hospitals, TTMF committees, personnel, and community organizations.

This is a key position within the organization. Position entails 20 hours per week.

Candidate Requirements

This is a part-time, 20 hours/week position. The candidate will have the ability to function as a team player in a small office, and is creative in sustaining current programs plus contributing to the design and implementation of new programs and services. The Director of Family Services reports to the Executive Director and works closely with key Board Members and Committees.

The candidate will hold an appropriate graduate degree in a relevant human services discipline. The individual will hold a license in their field. A history of working in the field of Women's Health Services, specifically with mothers and babies is an advantage. The successful candidate will have knowledge and education about such issues as perinatal mood disorder, post-partum depression, PTSD, and other emotional issues. The candidate will also have expertise in group presentations, managing volunteers, and interacting with professionals.

Detailed Job Description

Given the numerous and varied responsibilities of this position, flexibility is built in so that the Director may address issues based upon short and long-term needs.

Training

Responsible for initiating and developing educational mentor training programs for current mentors. This includes cultivation and training of prospective and new mentors, and updating of training materials and manual.

Supervision of Professional Lead Parent Mentor

Direct supervision of this professional.

Financial Assistance Program (FAP)

Manage FAP including interface with hospital social workers, committee, and program manager. Help FAP families secure additional resources.

Support Groups

Responsible for running hospital groups. Direct Professional Mentor in regards to preemie/parent playgroups. Collect attendee data and annual program review.

After the NICU Program

Responsible for planning and implementing After the NICU educational series.

Oversee existing ATN program.

Responsible for reviewing ATN program directory

Bereavement

Continued review and updating of appropriate resources.

Liaison with hospital social workers, chaplains, and bereavement support specialists

Annual bereavement mentor training

As appropriate provision of direct support to bereaved families and assistance in referrals

Tiny Treasures

Participate in TT committee meetings

Provide guidance as to updating/adding appropriate education materials

Resumes with cover letter to: info@ttmf.org

The Tiny Miracles Foundation is an equal opportunity employer.