



### **Job Posting – Director of Family Programs (Part Time, 25 hours per week)**

The Tiny Miracles Foundation is a CT-based nonprofit dedicated to helping families with babies born premature (prior to 37 weeks gestation). In nearly every circumstance, a premature baby will spend days, weeks or even months in the Neonatal Intensive Care Unit (NICU). We focus on providing compassionate care, practical guidance and financial support to families experiencing the trauma of premature birth. In support of our mission, we are looking to fill an important staff role to lead our program initiatives.

The Director of Family Programs will be responsible for oversight of all Tiny Miracles' programming to parents of premature babies while they are in the NICU at one of our partner hospitals and in the years following hospital discharge. He/she will engage with clinical staff at Tiny Miracles' six CT hospital partners (Stamford, Norwalk, Bridgeport, Danbury, St. Vincent's and Yale New Haven) to help assess the needs of families in the NICUs and match those needs with the resources offered by Tiny Miracles. This individual will work closely with Tiny Miracles staff and volunteers to execute all programs with excellence. He/she will regularly analyze Tiny Miracles' program data in order to report to key stakeholders, optimize existing programs and identify new opportunities to support NICU families in need.

This position reports directly to our Executive Director and will average 25 hours per week. The position is based in Darien HQ office and will involve regular visits to partner hospitals.

Candidate requirements include both professional qualifications and personal experience. Professionally, we are looking for a person with a Bachelor's Degree in psychology, social work/related field, *and/or* a Licensed Clinical Social Worker or Therapist in the state of Connecticut. Equally important is the necessity that the candidate has had firsthand experience with the NICU. Familiarity with Connecticut social services, maternal mental health, crisis intervention, bereavement counseling, and/or trauma training is strongly preferred.

To apply, please submit your resume to: [info@ttmf.org](mailto:info@ttmf.org)



## **Job Description – Director of Family Programs**

Position Type: Part-Time

Hours/Week: 25

### **Purpose of Role**

The Director of Family Programs is responsible for oversight of all Tiny Miracles' programs to support families of premature babies both in the NICU and after the family leaves the hospital.

### **Essential Functions**

1. Parent Support
  - Training and cultivation of new parent mentors (with support of veteran mentors)
  - Development of new and/or enhancement of current programs to support families in the NICU
  - Creation and Management of "After the NICU" initiatives including, but not limited to regular education series and family gatherings
  - Collaboration with Sr. Program Manager on fulfillment of programs that provide material support for families namely Tiny Treasures and (in-hospital) Resource Rooms
  - Provide input across the organization about program fulfillment and family connections
2. Hospital Engagement
  - Lead working partnerships with hospital Social Workers, nursing staff, and administrators to continue to increase our profile as a critical support organization
  - Leverage hospital relationships to share information and provide holistic support for preemie parent families
3. Financial Assistance Program
  - Facilitate requests from families for monetary assistance through our Financial Assistance Program (FAP)
  - Assist NICU families in identifying additional resources available beyond Tiny Miracles (e.g., local human service offices, state social security agencies)
4. Data and Analysis
  - Continuously monitor effectiveness of all programs and develop recommendations of new parent support programs for consideration (and/or refinement of existing programs)
  - Provide input where needed on data to support grant applications, reports and other fundraising materials
5. Budget
  - Management of annual Program budget including monthly expense tracking
  - Provide input to annual budget setting process
6. Program Committee
  - Along with Board Committee Chair, lead Tiny Miracles' Program Committee regular meetings
  - Collaborate with committee on evaluation and development of Tiny Miracles' programs

### **Other Responsibilities**

- Continuing education as it relates to the job and the population Tiny Miracles serves
- Participate in projects as requested in support of Tiny Miracles' long-term Strategic Plan

**Qualifications & Education Requirements**

- Bachelor's degree in psychology, social work or related field and/or is a Licensed Therapist or Social Worker
- Proven track record of health care program management and/or design
- Experience with maternal mental health, women's health services, crisis intervention, bereavement, and/or trauma training
- Personal NICU experience

**Preferred Skills, Competencies and Experiences**

- Experience working with families in a medical and/or clinical setting
- Work experience in medical field
- Experience with data tracking and analysis
- Familiarity with Connecticut social services and experience assisting families in accessing applicable resources and support programs
- Comfort with connecting with families virtually e.g. phone, email, and text
- Comfort with managing senior-level partner relationships
- Understanding of how to work with multiple socioeconomic populations
- Well organized
- Flexibility both in time and nature of job. Though the role is based on 25 hours performed during weekdays, evening hours are occasionally necessary to fulfill Tiny Miracles programs, events and trainings.

**Website:** [ttmf.org](http://ttmf.org)