

JOB DESCRIPTION

Position: HFA Public Policy Deputy
Supervisor's Title: Chief Government Affairs Officer

Status: Exempt/Full-Time
Date: October 2021

Purpose:

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. And we raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

Primary Objective:

The Mission of PCA America is to prevent the abuse and neglect of our nation's children. HFA contributes to the organization's mission as an evidence-based home visiting model supporting families throughout the country and internationally. Nearly 70,000 families are served each year by nearly 600 affiliate HFA sites around the country. The HFA National Office is responsible for providing technical assistance, training, quality assurance and accreditation to its network of affiliate sites and state systems. **The HFA Public Policy Deputy provides strategic planning, guidance, and support to advance the goals and mission of HFA by growing HFA's presence nationally and within states. This position will focus on capacity building through increased funding, resources, and positioning, including identifying and engaging new opportunities and funding streams. The HFA Public Policy Deputy will work with HFA state and site leaders, in partnership with HFA national office staff, providing the necessary technical assistance and support for a robust and responsive advocacy framework.**

Responsibilities:

- Develop strategies to increase HFA's presence federally and at the state level including outreach education, aligning champions and resources, bolstering stakeholder involvement, analyzing and problem-solving challenges that arise
- Identify and grow new state-level funding opportunities and funding streams for home visiting including legislative and appropriations work
- Support and bolster leadership at the state level and identify regions of greatest need or opportunity
- Build awareness, educate, develop advocacy resources (talking points, issue briefs, testimony and state home visiting legislative and public policy reports, etc.) and increase public and political will in support of home visiting
- Contribute to creating public policy learning events and resources (i.e.

- webinars, meetings, conferences, etc.) for the HFA network, including assisting to identify topics that are most salient to state advocates and other state leaders
- Assess state and local site capabilities, strengths, weaknesses, mobility and provide assistance to enhance and advance advocacy capacity within the HFA network
 - Assist in the development of state advocacy plans to support sustainability of HFA and dissemination of advocacy tactics and training
 - Establish a presence in states, at the legislature, and throughout critical networks among key constituencies
 - Maintain positive working relationships with high-level key stakeholders, including the development of relationships with federal, state and agency officials, as well as with state and federal coalitions
 - Engage and partner with existing champions, networks, and stakeholders to develop innovative, inclusive, and community-based approaches to increase access to services for families
 - Work with PCA America's policy team to collaborate and grow outreach and advocacy strategies that advance the reach and sustainability of HFA both federally and in states. This is a hybrid position working for both HFA and with PCA America's policy team
 - Develop and apply legislative and administrative advocacy and systems-change approaches and best practices to reach a broad external audience
 - Work closely with the Public Policy Department and HFA National Office team members to determine strategies for growth within the network
 - Follow relevant state legislative developments in effort to foster discussion with and build relationships with policymakers and staff in a bipartisan manner
 - Serve as an assistant liaison with the two networks (Healthy Families America and Prevent Child Abuse America) on home visiting state policy issues.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience:

- Bachelor's Degree required
- Five-ten years of experience in advocacy, policy, and/or systems building work policymakers related to prevention, child welfare, early childhood or health policy
- Experience with the Healthy Families America model a plus
- Highly developed communication skills for formal and informal, written and

verbal interaction and presentations with diverse array of internal and external constituents

- Ability to exercise sound judgment consistently in determining appropriate approaches in interactions with senior leaders and external partners related to complex, sensitive, or nuanced issues
- Ability to prioritize tasks and accomplish assignments in a timely manner
- Ability to function independently as well as effectively within a team
- Proficiency with Microsoft Office products, including Word, Excel, PowerPoint, Access, Publisher, and Outlook email
- Ability to operate a variety of office equipment such as a personal computer, telephone, printer, copier, scanner and facsimile machine
- Authorized to legally work for any employer in the United States
- Willingness to submit to any requested background checks
- Fluent in English, proficiency in a second language is a plus

Additional Requirements:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the department.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization
- **Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.** Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write correspondence that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of Deputies.
- **Ability to work with mathematical concepts such as probability and statistical inference.** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Balance competing interests, views, and information on an independent and bipartisan basis
- Ability to define problems, collect data, establish facts, and draw valid conclusions Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Compensation:

- Salary is commensurate with educational and professional experience.
- Benefits include health, dental, life, vision, and disability insurance, plus 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with PCA America employee handbook.

Work Environment:

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position. This may be a remote position. If outside the Chicago area, staff must maintain an office with internet and telephone, and be able to complete bulk copying, compiling and shipping. A computer and printer are provided.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required: Must be able to travel out of state on a regular basis.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Employee Acknowledgement: I have read the above job description and I understand and accept the responsibilities and requirements for this position. I also understand and agree that such requirements may be amended and/or adjusted at any time, and that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Prevent Child Abuse America. provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, color, religion, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, national origin, veteran status, disability or any other characteristic protected by state, federal, or local law.

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| Employee Printed Name: |
| Employee Signature: Date: |