

## **Manager, Program & Training in Restorative Justice and Family Group Decision Making Children's Division, American Humane, Denver, CO or Telecommuting Option Available**

American Humane is looking for a creative, talented Manager, Program & Training in Restorative Justice and Family Group Decision Making to work either at American Humane's headquarters in Denver, Colorado or through a telecommuting option.

This position is responsible for performing a wide range of advanced professional work related to family involvement practices in both the child welfare and juvenile justice fields. Responsible for managing the development of projects; participating in local, state, and national child welfare and juvenile justice networking efforts; project management; proposal writing, research and report preparation, and other tasks as determined necessary to involve American Humane as a leader and key player in child welfare and juvenile justice in the nation. Will also make presentations to professional and lay audiences. Responsible for advancing American Humane's unique niche in Family Group Decision Making and Restorative Justice, working as a member of the team to create a vision and implementing the strategies and tactics that advance this initiative.

Responsibilities include: Partnering with American Humane colleagues and other agencies to develop new initiatives, programs and efforts that make a difference for children, families, victims and communities. Implementing the tactics and strategies which advance the team's vision for child welfare and juvenile justice practice advancements. Working with specific project teams, in particular the Family Group Decision Making and Restorative Justice team, to develop and implement cohesive, consistent, and proactive agendas and related activities, including program design, training and technical assistance, research and evaluation, report development and dissemination, web development and enhancements, meeting and conference planning, and public speaking. Overseeing staff involved in a variety of American Humane initiatives and/or programs as assigned and as needed. Designing, implementing, and managing project plans that include budget oversight, organization and supervision of project staff, managing task list/timelines and internal and external negotiation of project resources. Implementing and managing multiple projects that impact various units across the Children's Division and American Humane. Negotiating contracts, agreements, and budgets with clients, subcontractors and others. Reviewing project materials and other materials including community related programs developed by American Humane staff to ensure consistency and quality of the content and implementation. Providing excellent written materials that are easily synthesized by multiple audiences. Providing technical assistance and consultation on an array of juvenile justice and child welfare topics to our clients (public and private juvenile justice and child welfare agencies, and other human service systems), other constituencies, and general public. This can be accomplished through site visits; email; correspondence; telephone; and web page input. Making presentations on specific projects. May conduct training on related projects and programs. May present on key topics at conferences. Co-develop and delivers competency-based training and other training for U.S. public and private juvenile justice and child welfare agencies, human service systems, community groups and other constituencies. Assisting in designing training and educational materials. Authoring and editing the development of materials on topics that AHA can market and distribute through its publications department. This could include issues of Protecting Children, other monographs or guidelines, training curricula. Writing reports, articles and chapters to satisfy American Humane's contract requirements. Writing content for inclusion on the website, including email updates, fact sheets, and other short publications that promote AHA's initiatives and programs. Building business opportunities for AHA in numerous areas that generate revenue for the organization. Works with other AHA colleagues in Children's Division and other

departments to develop proposals, introductory letters, and concept papers submitted to foundations, corporations, Federal and State agencies to advance Family Involvement initiatives. Reviewing, as requested, proposals submitted to foundations and corporations. Representing American Humane's Children's Division in designated local, state and national coalitions and meetings, identifying and promoting program development opportunities for American Humane.

Requirements: The ideal candidate will have a minimum of five years experience working in restorative justice, either through juvenile justice and/or child welfare programs with an additional five years of experience in the human services sector. Experience must include working directly with children, youth, families, victims, communities, and professionals in both the public and non-profit sectors with advanced skills in supervision, project management, program development and training. Knowledge of the principles and practices of family involvement models, ability to work collaboratively with others, strong organizational skills, excellent oral and written communication skills, ability to work as a collaborative team member, and ability to think critically and creatively in solving problems is key. A Master's Degree in Social Work, Sociology or other related field is required. We offer flexible hours along with a competitive salary and benefits package. This position will require up to 35% travel. Salary range: \$60,000 - \$72,000, depending upon experience. For qualified out-of-town candidates wishing to relocate to Denver, a relocation benefit will be offered up to 8% of salary.

For confidential consideration, please submit your resume and cover letter indicating salary history and your availability timeframe to: Michelle Pohle; HR/Administrative Assistant; American Humane Assoc.; 63 Inverness Drive East; Englewood, CO 80112  
Fax: 303-792-5333; E-Mail: [michellep@americanhumane.org](mailto:michellep@americanhumane.org); No telephone or agency calls