

# Memorandum

October 2, 2017



The Capacity Building Center for States (the Center), operated by ICF on behalf of the Children's Bureau, seeks family leaders experienced in providing training and technical assistance to the field of child welfare, or who are otherwise recognized as having a strong family voice, to become Family Consultants. The Center's pool of experienced and trained Family Consultants supports responses to requests related to child welfare services and activities.

The Center's Family Consultants must be available for periodic remote and/or onsite work in States and jurisdictions, and must participate in various webinars, conference calls, and trainings throughout the year. The Center will provide additional training opportunities to build knowledge, skills, and assets. Family Consultants will receive compensation for their time, effort, and participation in projects and consultation events.

## Successful Applicants Must Have:

- ▶ Personal experience or involvement with the child welfare system and the ability to share experiences in ways that can inform future policies and practices
- ▶ Experience leading family empowerment efforts and representing family voice at the State or national level
- ▶ Experience providing analysis, recommendations, feedback, and/or training to the child welfare field
- ▶ Open availability to attend required in-person and virtual trainings
- ▶ Ability to travel individually, including navigating transportation (planes, taxis, city buses, etc.) with little assistance
- ▶ Valid State identification or U.S. passport

## Selected Applicants Will Be Expected to:

- ▶ Demonstrate proficiency in child welfare topic areas, including:
  - a. Family engagement
  - b. Special populations of families and caregivers (e.g., fathers; incarcerated populations; communities of color; victims of human trafficking; overrepresented populations; American Indian and Alaska Native populations; lesbian, gay, bisexual, transgender, and questioning populations; and others)
  - c. Specific protective (e.g., mental health/health services, housing, food security) and risk factors (e.g., substance abuse/misuse, domestic violence, housing instability)
  - d. In-home services
  - e. Adoption
  - f. Foster care
- ▶ Reflect the Center's principles of being culturally responsive, data-informed, innovative, outcome focused, and proactive

- ▶ Produce quality work products and deliverables, both independently and as part of teams, within the established timeframes
- ▶ Attend all required events and webinars
- ▶ Demonstrate and maintain professional conduct and wear professional attire at all events throughout the consulting term
- ▶ Occasionally cover travel (e.g., hotel, ground transportation, etc.) and other upfront expenses, while awaiting reimbursement

## Compensation

Applicants selected as Center Family Consultants will receive competitive compensation for their time and effort.

## Informational Webinars

The Center will host two webinars to provide further information about the work and role of the Family Consultants and the application process. These webinars will occur on Monday, October 23, at 12-12:45 p.m. Eastern Time (ET) (9-9:45 a.m. Pacific Time (PT)) and Tuesday, October 24, at 6-6:45 p.m. ET (3-3:45 p.m. PT). Please use this link to sign up for one of the two webinars: October 23 (<http://bit.ly/2tEBB9t>) or October 24 (<http://bit.ly/2va5r3k>). Once you select a webinar date, you will receive an email with a registration link.

## Application Submission

The application submission deadline is October 31, 2017. Please email your completed application and resume to [familyconsulting@bctpartners.com](mailto:familyconsulting@bctpartners.com). Selected applicants will be contacted for a phone interview, with final selections made in December 2017. Please direct all questions regarding the application process to [familyconsulting@bctpartners.com](mailto:familyconsulting@bctpartners.com), or call Abby Alfred at 973.622.0900, extension 124.