

## **CWDA Recruitment Announcement** **Human Services Policy Associate**

The County Welfare Directors Association of California (CWDA) is recruiting for a Human Services Policy Associate who will be responsible for a range of policy analysis activities, with an emphasis on the policy areas of child welfare and adult services.

### **About CWDA**

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human services directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities, and protects vulnerable children and adults from abuse and neglect. To accomplish this mission, the Association:

- Advocates for policies that will further the mission of the organization.
- Educates state and federal policy-makers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
- Collaborates with government agencies, elected officials and their staff, and community-based organizations to ensure efficient and effective service delivery.

### **About the Position**

The Human Services Policy Associate is a critical member of the CWDA team. The Policy Associate supports the work CWDA is engaged in, at the direction of senior staff. The position offers the right candidate progressive responsibility for analyzing issues in the policy areas of child welfare and adult services, encompassing the Child Protective Services and Foster Care programs, the Adult Protective Services program and the In-Home Supportive Services Program.

The work done by the Policy Associate includes but is not limited to analysis of legislative and budget issues; assistance with implementation of policy changes enacted at the state or federal level; and other duties as assigned. Many policy issues cross over multiple domains in the human services field, giving the Policy Associate an opportunity to work with multiple staff at CWDA as appropriate on projects that are of critical importance to county human services agencies and their customers.

### **Duties**

At the direction of senior staff, support CWDA education, collaboration and advocacy efforts related to child welfare and adult services programs and issues by:

- Analyzing legislative and budget proposals put forth by state and federal departments, legislators and other organizations.
- Participating in implementation workgroups and other committees as assigned with a variety of stakeholders from the public, private and non-profit sectors.
- Supporting legislative and budget advocacy by senior staff in the areas of

child welfare and adult services.

- Work with members of the association (i.e., county human services directors and their staff) to develop proposed policy positions for review and approval by senior staff.
- Participating in CWDA Board of Directors meetings and committee meetings in the target policy areas and providing information and updates to CWDA members regarding issues of interest to the membership.

### **Minimum Qualifications**

- Bachelor's Degree in government, social work, or a related field.
- Two years of related experience in county, state or federal government and/or the private or non-profit sector.
- Excellent writing and communication skills.
- Ability to take direction and perform assigned tasks timely.
- Ability to thrive in a fast-paced, fun environment.
- Fast-learning self-starter with ability to spot opportunities and issues that may be of interest to the Association and its members.

### **Desirable Qualifications**

- Master's Degree in public policy, social work or a related field.
- More than two years of related experience in county, state or federal government and/or the private or non-profit sector.
- Proficiency in data analysis
- Familiarity with California's legislative and/or budget process a plus.

### **Salary and Benefits**

CWDA offers a competitive salary and attractive benefit plan including health, dental and vision benefits; a defined benefit retirement plan; and optional benefits including a 457 retirement plan, child care and health reimbursement programs.

### **To Apply:**

Submit resume, writing sample and references to:

CWDA Policy Associate Recruitment  
Attn: Carly Hall  
925 L Street, Suite 350  
Sacramento, CA 95814

Fax: (916) 443-3202

Email: [chall@cwda.org](mailto:chall@cwda.org)

All applications must be received at the CWDA office by October 15, 2016.