

ACS CENTRAL HARLEM NETWORK LIAISONS

ACS NEIGHBORHOOD NETWORKS

The New York City Administration for Children's Services (ACS) believes that children and families are best served through a neighborhood based service system that seeks to provide every child and family with culturally, linguistically, and need-driven services within their community. ACS coordinates services and activities at a community level through Neighborhood Networks that aim to provide comprehensive preventive, protective and treatment services to children and families in their communities. Networks are the primary vehicles to *assess and plan* for local child welfare needs in New York City and serve as the conduit to share resources, ideas, information, referrals, as well as an entity to engage in joint planning, coordination, training and advocacy. Networks start with a core membership of child welfare agencies and expand to include community based organizations, parents, youth, and other stakeholders. This strategy is *inclusive* and is based on the best practice principle that the more connected child welfare agencies are to the community, the more likely a family can access relevant services and ultimately avoid out-of-home care.

SUPPORT FOR NETWORKS AND NETWORK LIAISONS

ACS received initial funding from the Annie E. Casey Foundation to support four Network Liaisons to assist Neighborhood Networks that cover high-need community districts. Additional resources from the Annie E. Casey Foundation and the JP Morgan Foundation continue this effort in its second year. The four networks that were chosen for the Network Liaison Initiative were selected based on their plans of action to meet the goals and objectives of an ACS neighborhood based service delivery system. Consideration was also given to the Neighborhood Networks that showed progress in addressing the Ten Components outlined in the ACS Network Strategy document published in Fall 2001. Each of the Ten Components acknowledges the developmental cycle of a network and addresses the set of action steps required for a well-functioning network. (For more information please review the ACS Network Strategy document).

Agenda for Children Tomorrow, a public/private initiative that focuses on community building, technical assistance and training, provides the supervision, consultation and resources for the four ACS Network Liaisons.

The Neighborhood Based Services Division of the Administration for Children's Services (ACS/NBS) provides guidance, support and resources to the ACS Network Liaison. The ACS Network Liaison will work with a Network Planner from ACS/NBS assigned to the particular Network. The ACS/NBS Network Planner and staff communicate the goals and vision of the ACS Commissioner to the Liaison and the Network.

ACS NETWORK LIAISON'S ROLE

The Network Liaison's role is to improve the capacity of the Neighborhood Network by providing administrative and programmatic assistance. The Liaison coordinates special projects unique to the network and its operations. The Liaison's role is to promote the work of the Neighborhood Network by representing the Network at community and citywide events and recruiting relevant agencies and individuals to participate in the Network. The Liaison collaborates with representatives from various community agencies in order to develop and pursue the goals of the Network.

The ACS Network Liaison facilitates the development of relationships among community stakeholders by maintaining routine communications with local leadership and ensuring that the network maintains a common purpose and is on track in meeting its goals and objectives. The Liaison does not substitute for the Network co-chairs who maintain leadership roles within the Network.

The ACS Network Liaison works closely with the Network co-chairs and the co-chairs of the Network's subcommittees in setting their goals and in achieving their corresponding program plans.

The role of the Network Liaison is distinct from the ACS Network Planner, whose responsibilities include ensuring that the Neighborhood Network reflects the ACS vision of neighborhood based

services, ensures that communication between ACS and the Network is maintained and reports on the overall progress of the Network to ACS.

ACS NETWORK LIAISON'S RESPONSIBILITIES

- Provides administrative and programmatic support to the Network and its Subcommittees.
- Schedules ACS network meetings.
- Organizes agendas in collaboration with leaders of the relevant committee(s).
- Writes and distributes minutes from the Network meetings.
- Assists in the planning and implementation of Network and Subcommittee initiatives.
- Coordinates special projects unique to the Network and its operations.
- Maintains regular communication with the Network Co-Chairs, Subcommittee Chairs, ACS/NBS and ACT.
- Promotes ACS Network participation in ACT Oversight meetings and other relevant ACT meetings.
- Identifies strategic opportunities for the Network and links the appropriate community and citywide resources, including ACT.
- Recruits new members to the Network and its Subcommittees.
- Collaborates with representatives from various community agencies.
- Assists co-chairs in seeking funding for the Network.
- Gathers statistics and relevant community data and shares with Network members.

ACS NETWORK LIAISON'S REPORTING RELATIONSHIPS

The ACS Network Liaison will be employed by ACT and will work out of an office in the community to be selected by the Network members.

The Director of Community Planning from ACT will supervise the Network Liaison, providing biweekly supervision and additional consultation and resources whenever requested.

The Network Liaison will also be responsible to:

- The Network Co-Chairs- who will provide oversight and direction.
- ACS Neighborhood Based Services – who will provide guidance, resources and requests from the ACS Commissioner.
- Site Liaison – The representative from the community office where the Liaison is located will provide daily oversight and will be available for consultation.

ACS NETWORK LIAISON'S REQUIREMENTS

- Good writing skills.
- Good verbal communication skills.
- Good computer skills.
- Good research skills.
- Ability to take initiative and maintain focus.
- Ability to be flexible.
- Ability to work with many supervisors and to work independently at the same time.
- Ability to travel within NYC.
- Experience human services, government, housing and/or education.
- Knowledge of relevant community is strongly desired.
- Master's degree in related field is desired.

ACS NETWORK LIAISON'S SALARY AND BENEFITS

- Low \$40,000's
- Full benefit package including 4 weeks vacation and health benefits.

Please send cover letter and resume, indicating neighborhood of interest, to:

Agenda for Children Tomorrow
2 Washington Street, 20th Floor
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