

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2023

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#### Organization information

<i>Name of organization</i>	'r kids, Inc. DBA 'r kids Family Center
<i>Full street address</i>	45 Dixwell Avenue, New Haven, CT 06511
<i>Website or link to social media page</i>	<a href="http://www.rkidsct.org">www.rkidsct.org</a>

#### PPSF Fellow's direct supervisor

*The supervisor must be available to supervise Fellow on a daily basis.*

<i>Name</i>	Randi Rubin Rodriguez, MA
<i>Title</i>	Executive Director
<i>Cell phone number</i>	(203)865-5437
<i>E-mail address</i>	<a href="mailto:randi@rkidsct.org">randi@rkidsct.org</a>

#### Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)

8-11 weeks anytime between Tuesday May 30, 2023 through August Friday 11, 2023.

#### Are placement dates flexible? Are there any dates on which your Fellow must work?

Yes, placement dates are flexible and the 8-11 weeks can be completed any time between May 31st and August 12th

#### Proposed work schedule (*work week should equal and not exceed 37.5 hours per week*)

Monday-Thursday 9am-5pm, and Fridays 9am-3pm. Schedules are flexible and will equal 37.5 hours per week.

**Organization description (*mission statement, population served. 1,000 characters or less*)**

Founded in 1996, 'r kids Family Center promotes permanency, safety and stability for children by providing specialized, quality services to children residing in foster care and their families. Our innovative services are centered on the best needs of the child through holistic approaches that can include the child's biological, foster and/or adoptive families. 'r kids has served over 7,500 children, birth, foster and adoptive families, and community members. We recently completed an 11,000 sf expansion of our building at 45 Dixwell Avenue to accommodate new and enhanced programs offering a continuum of permanency services from prevention to post-adoption. In 2021, we served 109 children and 248 adults through reunification, permanency placement, after-school and supervised visitation services.

**Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).**

The Fellow will assist 'r kids by conducting research on best practices, contributing sections to current personnel policies and procedures manual, and organizational policies procedure manuals. The fellow will develop a training schedule for staff to meet Department of Labor expectations and implement an accountability system.

**Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.**

'r kids Family Center recently completed an 11, 000 SF. expansion of its physical location to better accommodate current and new program offerings. As a result of this expansion, the personnel policies and procedures manual, and organizational policies procedure manuals need to be revised to ensure that the security of the building and the safety of the staff and families are met.

Duties:

- o Research (including literature review, best practices, exploring evidence-based models, including interviews of staff and other organizations and stakeholders in the community)
- o Preparation of proposal documents
- o Develop a trainings' schedule to meet Department of Labor and funders' expectations.
- o Research providers that facilitate the trainings
- o Develop accountability system re: trainings and organization procedures.
- Outcomes:

- o Create memoranda and reports documenting research
- o Contribute sections to current personnel policies and procedures manual
- o Contribute sections to operating plans for The Resiliency Center and the afterschool program
- o Contribute sections to the Parent's Program Manual

**List specific skills/experience required for the project**

- Education in Human Resource preferable or Business Administration
- Strong written skills
- Strong organizational skills
- Excellent research skills

**Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.**

Fellows are required to be fully vaccinated against COVID-19, and successfully complete State Police and Child Welfare Background Checks.

**Briefly describe any work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.**

In the past, 'r kids has worked with Yale President's Public Service Fellows to advance our work to provide a continuum of permanency services, providing stability to area families. Previous Fellows have:

- Developed a library for 'r kids children and families
- Created marketing for and implemented a community "sneak peek" of our expansion
- Developed and oversaw art projects for families and youth to create permanent, youth, family, and community promotional materials
- Conducted analysis of client data
- Drafted organizational policies and procedures
- Assisted our Development Consultant and created social media campaigns