

JOB DESCRIPTION

Company/Subsidiary: **Barium Springs Home for Children**

Status: **Full-time (Exempt)**

Position: **Director of Child Welfare**

Reports to: **Chief Program Officer**

Date: **02/24/2022**

Our Parent Company Mission

To find and support a safe family setting in which each child can remain free from abuse and hurt.

Summary

The Child Welfare Director oversees the operations of all Foster Care & Adoption Services programs of Children's Hope Alliance, ensuring the effective and efficient services to youth and families.

Principal Duties and Responsibilities

Specific duties and responsibilities:

Leadership

- Maintain effective, cooperative relationships with executive leadership to ensure successful implementation of the agencies mission and vision.
- Ensure that all aspects of foster care meet or exceed the appropriate standards and provisions of North Carolina licensing, Joint Commission, and Teaching-Family Association accreditation standards
- Participate in a Quality Management program through the establishment of performance measures, and goals that reflect the organizational strategic plan and assure monitoring and reporting of these goals.

Supervision

- Provide supervision of Foster Care Program Managers, Supervisors, & Adoption Program Manager to assure that they are meeting standards required for daily operations of programs
- Supervise the implementation of staff and regional development plans insuring the opportunity to work towards identified goals and monitoring of progress thereof
- Completion of individual annual performance appraisals for all direct reports

Administration

- Management, personnel and fiscal oversight for all foster care services, meeting quarterly revenue and expenses goals
- Establish and maintain cooperative working relationships in the community, including local advocacy group, child welfare agencies, philanthropic organizations, and other social agencies.
- Meet quarterly census goals for foster care services
- Ensure achievement of regulatory standards for documentation of services
- Maintain and create appropriate documents for all aspects of operation, including operating manuals
- Attend agency, regional, and clinical staff meetings and other proactive team efforts to achieve program and organizational goals

Supervisor's will complete 100% of direct report's evaluations on time (within 30 days of the effective date of evaluation) and will have no old evaluations outstanding to meet expectations. Supervisors that supervise second level reports will also need to have 85% of any indirect reports completed on time to meet expectations.

- Measurement: Review of evaluations due during the review period and whether they were completed on time.

Supervision responsibilities:

This position supervises a team of 5 with the support of an administrative assistant and is responsible for overall direction, coordination, and evaluation of subordinate employees in accordance with the organization's policies and procedures and applicable laws.

All employees have the following expectations:

- *Mission:* Contribute to and enhance company mission
- *Organization:* Prioritize and plan work responsibilities appropriately
- *Professional Development:* Attend and/or successfully complete all required trainings and meetings
- *Timeliness and Accuracy:* Perform quality work within given deadlines and expectations with or without direct supervision
- *Professionalism:* Comply with all applicable policies, practices, and procedures; report all out-of-compliance and unsafe activities to supervisor; interact professionally with other employees, volunteers, families, children, and the community
- *Teamwork:* Serve effectively as a team contributor on all assignments
- *Communication:* Utilize effective communication skills both verbally and in writing; provide effective feedback and is receptive to feedback
- *Leadership:* Work independently while understanding the necessity for communicating and coordinating work efforts with other appropriate individuals

Education and Experience Requirements

- Bachelors degree from accredited college or university in Psychology, Social Work, or related field. Individuals with a degree in Business Administration and/or Healthcare Administration are encouraged to apply.
- Previous work experience in a related field or experience managing a team of healthcare professionals, or willingness to apply business management principles in a healthcare setting.
- 5 to 10 years experience in foster care services preferred and/or training equivalent combination of education and experience. Applicants with less experience in child welfare but primary experience in business administration will be considered.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, use hands, reach with hands and arms, frequently required to stoop or kneel, and must be able to lift and/or move up to 25 pounds. Specific vision abilities include close, distance, peripheral, and depth perception.

Effect on End Result

The Child Welfare Director will provide facilitative administration to a growing program that is able to simultaneously meet regulatory standards.

Incumbent

Date

Supervisor

Date