



Teen Foster Home Director

Job Description

OVERALL COMPETENCIES

TRANSFORMS: Transforms the CCFP Teen Foster Home from its infancy stages through to stabilization by utilizing experience and maximizing investments/donations, allowing the Home to meet the demands of internal and external clients, stakeholders and the public.

DELIVERS: Delivers excellent results in creating a reputation for the Home as a trusted and valuable community partner.

CONNECTS: Builds successful relationships with the board of directors, house parents, volunteers, foster teens and the community.

INSPIRES: Communicates the vision and the values of the Home, gaining consensus and motivating people to action.

Drives Program Outcomes and Growth

- Provides supervision, oversight and support for the program and staff
- Responsible for the financial stability and increasing capacity of the program
- Assists in the fiscal year projections, develops budgets and monitors the fiscal soundness of the services
- Assists with the development of business and marketing plans
- Works toward effective and efficient internal processes
- Monitor quality and completion of all administrative and clinical paperwork
- Provides oversight of authorizations of the program and maintains consistent contact with review entities
- Ensures that referrals are disseminated to House Parents as appropriate and that timely responses are given to referral agencies
- Responsible for weekly and monthly reports which include but are not limited to monthly operations reports, supervision reports, billing information, outcomes and general client demographics
- Provides oversight of timely completion of all state and/or local reports
- Ensures all new hire, existing employee and volunteer paperwork, is complete in its entirety and employee files are up to date and accurate
- Be a data driven champion by promoting and designing initiatives to improve teams, and achieve goals

Quality Performance and Risk Management

- Ensures that all client contacts are completed as well as related paperwork within the allotted time frames
- Attends and actively participates in mandatory meetings as scheduled
- Ensures all staff under direct/indirect supervision has received orientation and job-related training
- Ensures staff training opportunities for continuous development and engagement

- Understands and maintains compliance with all regulatory agencies, licensing, and accreditation standards
- Reports to proper authority any non-compliance with agency policies, state and regulatory rules and/ or any suspicions of abuse or neglect
- Reports suspected fraud as required by the False Claims Act and as outlined in internal policy and procedures
- Maintains confidentiality and other responsibilities listed in governmental laws and regulations as well as company policies and procedures
- Reports any critical incidents, allegations, and/or concerns to the Board of Directors

Leadership and Staff Development

- Completes individual performance appraisals and provides clear expectations to those he or she supervises
- Drive your individual performance scorecard
- Assignment of mentors to those he or she supervises
- Implement, live by, and hold others accountable to the Mission and Values of the Home
- Explore external courses or other learning opportunities aligning House Parents and Volunteers with their developmental goals
- Engage in timely peer to peer feedback
- Embody the three essential leadership virtues of humble, hungry and smart

Position Qualifications:

- Master's degree in a human behavioral science from an accredited college or university and two years experience as a social service worker, or a bachelor's degree in a human behavioral science or another major with 25 percent of the credits in a human behavioral science from an accredited college or university and four years experience as a social service worker.
- Two years of experience in a supervisory or program management role
- Knowledge of social work theory, methods, and terminology for casework, group work and community organization
- Required experience working with high-risk children
- Knowledge of human behavior, including human growth and development, dynamics of interpersonal relationships, family dynamics, and dynamics of living in a group home or shared living space
- Knowledge of social problems, their causes, effects and means of remediation
- Knowledge of community resources for aiding House teens either as individuals or in groups
- Knowledge of the principles and techniques of achieving change in individuals and groups
- Ability to communicate when necessary with individuals who have emotional or mental problems
- Ability to alleviate stress and anxiety and to be supportive in these situations
- Ability to plan and organize information sessions and recruit volunteers in the community
- Valid driver's license
- Excellent computer skills along with the ability to learn new skills and/or programs
- Excellent written, oral communication and organizational skills
- Successful completion of all required criminal background checks
- Travel/training willingness

Special Requirements, Licenses and Certifications:

- Candidates subject to criminal history and central registry clearances
- Grant writing experience would be an asset
- Interviewing experience for internal recruitment would be an asset