

Position: Licensed Child Care Administrator **Current Employee:** _____
RESIDENTIAL SERVICES DIRECTOR

Reports to: Governing Board Chair

Supervises: Case Manager, Residential Specialists, Facility Coordinator

Classification: Full time

Minimum Qualifications:

Master's degree preferred. Familiarization with Minimal Standards for General Residential Operation and Residential Treatment Center. Knowledgeable about Child Placing Agencies protocol and related supporting agencies. Licensed as a Child Care Administrator with three or more years of direct care experience. Documented history of excellent leadership and administrative performance and the ability to travel and stay overnight. Ability to supervise and lead groups of professionals and achieve results.

Knowledge, Skills and Abilities:

Ability to supervise staff and all levels of children including ability to stay overnight in any children's residence; skilled in crisis management; ability to assist in training direct care staff; and to communicate effectively both orally and in writing.

Basic Function:

Coordinates and helps implement the program; supervises direct care staff, provides proactive interventions with staff and residents at NBCH; performs crisis intervention when needed; supports and trains new residential staff; monitors dorms via inspections for licensing compliance; ensures availability of direct care workers as needed to fill gaps in coverage; implements special projects as assigned or dictated by environmental milieu.

Responsibilities/Job Summary:

- * Demonstrate general competency, prudent judgment, self-control in presence of children and when performing assigned tasks.
- 1. Attend and preside over scheduled staff, interdisciplinary & executive meetings.
- 2. Meet with Leadership Team regularly for input and guidance, and to receive feedback from field. Ensures Professional Level Service Providers complete assigned tasks.
- 3. Work as communication liaison between staff and Leadership Team.
- 4. Conducts regular inspections of all areas of NBCH and completes related reports.
- 5. Supervise direct care staff in a pro-active manner (i.e., observing training needs, potentially abusive methods, improper interventions, etc) and take timely action to include disciplinary, educational or administrative actions indicated. Report to GB Chair or Designee. Report any serious incidents involving children and/or staff.
- 6. Assist and/or advise staff related to crisis within the dorm (supervisory role when needed).
- 7. Assist residents during pre-escalated or escalated states. Role model verbal intervention techniques to staff.

Residential Services Director

8. Provide ongoing training to staff in areas of identified need.
9. Initiates staff commendations or corrections as needed.
10. Report to Administration immediately of any abusive situation.
11. Maintain contact with "On-Call" Administrator as needed.
12. Work with Parents, Case Workers and administration to facilitate authorizations for off-ranch activities.
13. Operate Ranch vehicle safely, following NBCH Policy and Procedures.
14. Ensure that NBCH Policies and Procedures are being observed by all staff, on or off facility.
15. Special Projects as Assigned by Executive of NBCH.
16. Assist with staff scheduling issues when requested or when crucial conditions exist.
17. Network with related facilities and collaborate with support LCCA.
18. Participate in image and promoting support within the community.
19. Complete all required trainings and ensure monthly, annual, quarterly or semi-annual reports or inspections are accomplished and submitted appropriately and in a timely manner.
20. Handle contacts with Law Enforcement and CPS caseworkers.
21. Ensure confidentiality regarding NBCH residents and staff.
22. Meet with Facility Coordinator daily in person or per telephone or email contact.
23. Perform other duties as assigned.

This position is exempt from overtime and may require more than 40 hours/week. Compensatory time may be accrued.

This position is subject to mandatory drug testing and any offer of employment is contingent upon acceptable results from a drug screen conducted for the agency.