

JOB DESCRIPTION

Job Title: Campus Director
Department: Administration
Classification: Salaried, Full-time, Exempt
Reports to: CEO

Job Summary: Under the direction of the Chief Executive Officer, the Campus Director administers and monitors all programs, staff and activities at the Monticello location. He/she is responsible for the effective operation and maintenance of the campus. The Campus Director has responsibility for the development and implementation of the operating budget and all the fixed assets at the Monticello location. The Campus Director has five direct reports and oversight for a staff of 30. The Campus Director works closely with the Director of Development and Chief Financial/Chief Administrative Officer. As a salaried, exempt position, the responsibilities of the job may require more than 40 hours of work in a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership and oversight for the daily operations of the campus
- Identifies and implements effective residential and nonresidential programs and services in order to fulfill the agency mission to heal, prepare and empower children, youth and families in need
- Creates and executes recruitment programs and cultivates a work environment that minimizes turnover and maximizes staff contributions and work satisfaction
- Oversees staff training to ensure it is comprehensive and continuous
- Maintains a high level of client satisfaction
- Provides effective, thorough, timely and valuable written and verbal communication to all staff, including regular meetings
- Provides guidelines and oversight of human resource activities, including performance reviews, development plans, benefits, training, discipline, employee relations, etc.
- Coordinates leadership responsibilities in hearings and licensing issues
- Ensures that agency programs are operated in accordance with all applicable state and federal laws
- Grows agency census by establishing beneficial relationships with referral sources
- Maintains involvement in the community and with key stakeholders to bring statewide awareness of agency services

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- Develops and updates policies and procedures, ensuring all policies and procedures are implemented and followed consistently
- Ensures all campus buildings and grounds are clean and well maintained, complying with rules and regulations
- Works with Maintenance staff and contractors to ensure all maintenance is performed to specifications and in a timely manner
- Works closely with staff to ensure appropriate scheduling and staffing at all times
- Utilizes data base management system to monitor operations and client records
- Performs home visits on a random basis
- Completes incident reporting, as necessary
- Keeps the CEO informed of all relevant activities on campus through frequent verbal and written communication
- Monitors Requests for Proposals or Qualifications postings on DHS website weekly for residential and nonresidential (community based) contract opportunities
- Works with staff to prepare documentation for postings to be completed and delivered in advance of proposal deadlines
- Contributes and actively participates as a member of the Executive Team, specifically in the areas of risk management, program and staff development and successful execution of the agency's strategic plan
- Represents campus staff at agency board and committee meetings
- Leads the Council on Accreditation (COA) process on campus, actively participate in Continuous Quality Improvement activities and makes staff assignments as needed for a timely and successful completion of the reaccreditation process
- Provides crisis management (on-call 24 hours a day, seven days per week) to direct reports. Serves as a back-up for all supervisors and other on-call staff during a crisis situation
- Ensures financial and administrative compliance of all programs with funders
- Conducts monthly review of programmatic performance: monitoring budgets, reviewing income and expenses relative to goals and taking corrective action as necessary
- Monitors monthly contractual billings for over/under utilization of contracts; takes corrective action as necessary
- Stays abreast of legislative and regulatory proposals that could affect the agency and advises the CEO of their status, with recommendations for action, as appropriate

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- Represents VLPFS in constituency groups
- Represents senior management when guests are on campus; actively participates in all campus wide events
- Performs other related duties as assigned

Essential job functions: *All duties are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas
2. Be a person of high morals and integrity, both personally and professionally
3. Excellent interpersonal skills with clients, employees, peers and stakeholders
4. Have a willingness and desire to work as a team
5. Be a positive advocate for the Agency and honor its mission
6. Have ability to develop and implement new programs
7. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
8. Excellent verbal and written communication skills
9. Must have exceptional organizational skills
10. Exhibit responsibility and adaptability through time management, self-discipline, flexibility, and working independently
11. Takes leadership initiative, being proactive within defined responsibilities and assigned approval authority.

Required Qualifications:

1. Bachelor's degree in social work or psychology from an accredited university
2. LCSW, LSW, LPC or LMFT or equivalent work experience in the social work field
3. At least five years in a supervisory/administrative role in the delivery of services to children, youth and families
4. At least two years of experience developing and implementing residential and non-residential (community-based) programs
5. At least two years of experience in trauma-informed care
6. Experience in a Medicaid or behavioral health setting
7. Extensive experience with computer systems and applicable software programs
8. Successfully complete background checks, as well as initial and random drug screenings
9. Possess a valid driver's license and meet all criteria set forth in the DHS vehicle safety program.

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10. Day, night and weekend work as required

Preferred Qualifications:

- Master's or Doctorate in social work from an accredited university
- LCSW
- Experience managing a therapeutic residential facility
- Experience as an Outpatient Behavioral Health Services provider
- Experience with COA or other accrediting organization

Other:

1. This position will have a six month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.
4. Must live within 30 miles of the Monticello campus.
5. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
6. Adheres to all Agency policies and procedures
7. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices

Qualified candidates should send resumes to: Donna Mahurin, CEO, Vera Lloyd Presbyterian Family Services, donnamahurin@veralloyd.org. Relocation expenses negotiable.