

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. This position 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 of a staff of 35. The Campus Director is a member of and works closely with the Executive Team (CEO, Chief Financial/Chief Administrative Officer, Clinical Director and Director of Development). 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 resources 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
- Builds relationships 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
- Performs home visits on a random basis
- Ensures all incidents are reported, with copies provided to CEO and CFO/CAO
- 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 at least monthly 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 participates 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, staff, peers and stakeholders
4. Possess a willingness and desire to work as a team
5. Positive advocate for the Agency and honor its mission
6. Demonstrated ability to develop staff and manage programs
7. Exhibits sensitivity to cultural differences/diversity in all interactions
8. Excellent verbal and written communication skills
9. Exceptional organizational skills
10. Exhibits responsibility and adaptability through time management, self-discipline, flexibility, and working independently
11. Exhibits leadership initiative by being proactive within defined responsibilities and assigned approval authority.

Required Qualifications:

1. Bachelor's degree from an accredited university
2. At least five years of experience in a leadership role in the delivery of services to children, youth and families
3. Extensive experience with computer systems and applicable software programs
4. Successfully completes background checks, as well as initial and random drug screenings
5. Possesses a valid driver's license and meets all criteria set forth in the DHS vehicle safety program.

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Preferred Qualifications:

- Master's degree from an accredited university
- Experience managing a therapeutic residential or behavioral health facility
- Proficient in the development and implementation of residential and nonresidential programs
- 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. 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
5. Adheres to all Agency policies and procedures
6. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices

Salary Range: \$72,000 - \$82,000, depending on experience and qualifications.

Relocation expenses negotiable

To apply send cover letter and resume to: donnamahurin@veralloyd.org