

Southeastern Children's Home is seeking qualified applicants for its Director of Residential Services position. Applicants should possess a Master's degree in Social Work or related field. If interested, please submit your cover letter and resume to [rkimberly@sech.org](mailto:rkimberly@sech.org) before April 24th.

See the Position Description below:

**Position Description: Director of Residential Services  
Responsible To: Executive Director**

**I. Referral Investigation**

- A. Review and approve each application for either foster care or residential services and ensure full capacity with appropriate placements.

**II. Intake**

- A. Will be actively involved in the intake process including.
  - 1. Initial interview or sight visits; when possible;
  - 2. Facilitate team approval process;
  - 3. Making sure necessary paper work has been received prior to placement; if not review weekly until all paperwork is in file.
  - 4. Will participate in the development of a child care plan for every child in conjunction with appropriate child care personnel, the Department of Social Services and the child's natural family and/or guardian.

**III. Supervision**

- A. Individual and group consultation with child care staff regarding the implementation of treatment plans for each child.
- B. Will be on call to child care staff on a 24 hour basis unless other wise arranged with the Executive Director.
- C. Supervise directly all childcare and child care related staff;

Case Managers (2)  
Houseparents (10)

- 1. Recruitment: Recommend Hiring and Firing to the Executive Director

## Appendix 5

2. Annual Evaluations
3. Scheduling – Monthly Calendar
4. Regular / Weekly Staff Meetings
5. Provide Training Opportunities

### IV. **Department Procedures**

- A. Maintain appropriate files on every child
- B. Correspondence
  1. Prompt in initiation and replying
  2. Reflect the Christian and professional image of the agency
- C. Insure That All RFP Standards Are Met
- D. Assist in preparation of all necessary paper work for licensing / relicensing

### V. **In-service Training**

- A. Professional Reading -- the Director of Residential Services will maintain current knowledge of literature in the field of Child Welfare and Children's Services by keeping up with current literature in the field.
- B. Workshops -- At least one major professional workshop will be attended annually. In addition, any minor workshops are encouraged.

### VI. **Facilities**

- A. Will inspect group homes at least weekly to insure adequate maintenance and cleanliness.
- B. Will recommend any facilities / furniture changes to Executive Director.

### VII. **Assist Director with all other duties and responsibilities related to this position as requested.**

- A. Will keep Executive Director informed as to the status of the residential services department on a weekly basis.
- B. Prepare Outcome Measure report for the State by September 30<sup>th</sup>.

## Appendix 5

- C. Prepare paperwork and manage the Title 1 grant.
- D. Write and send Vocational Reports on clients, do assessments for VR, and do counseling sessions as available.
- E. See Private clients for counseling center as well as provide therapy for the Lyman house.
- F. Support and Encourage Houseparents, Social Services Department and Campus Minister, providing individual and family therapy to them as well.
- G. Make day to day decisions when Executive Director is traveling, on vacation or in meetings.
- H. Ensure that all therapists have notes turned in for the previous week for the Weekly Progress Summary.
- I. Must have knowledge regarding medications and clearly communicate behaviors and symptoms or changes since their last visit to the current psychiatrist. Must be able to identify to the psychiatrist what is working and what is not.
- J. Provide, procure and ensure that monthly training takes place with the exception of June and July. Training must meet the requirements of both COA and the State.
- K. PQI Director:
  - Conduct monthly quantitative and qualitative audits for each program. 15%
  - Facilitate quarterly QI Reviews with program staff and Board of Directors and conduct quarterly Case Records Reviews. 10%
  - Oversee risk management operations and data collection. 15%
  - Work with agency staff to ensure knowledge of, implementation of, and compliance with accreditation standards. 10%
  - Manage and assist PQI Assistant
  - Attend PQI trainings and COA related trainings as requested.

### CHARACTERISTICS:

1. Organized
2. Above average writing skills
3. Patient
4. Flexible
5. Ability to look for the good despite what is going on
6. Be a strong advocate for the children
7. Negotiating skills
8. Public Relation Skills
9. A heart for ministry