

## Position Description

**Position:** Executive Director

**Salary:** TBD

**Reports to:** CEO

**Status:** Employee/ FT Benefits

### Job Summary

The Executive Director provides strategic, operational, and financial leadership for the agency, ensuring the delivery of high-quality, compliant, and mission-driven services to children and families. This role is responsible for overseeing daily operations, regulatory compliance, program development, business growth, and fiscal performance while maintaining the highest standards of care and ethical practice.

### Financial

- Stabilize current contracts and income and explore other financial growth opportunities that reflect strong infrastructure and compliant operations built to sustain the company to set and reach its 5-year financial goals.

### Program Development and Administration

- Assure YUI has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with CEO and staff, and carry out plans and policies authorized by the Board.
- Maintain a working knowledge of significant developments and trends in all aspects of the field.
- Ensure compliance with licensing, grant and contract requirements.
- Develop an effective management team.
- Oversee compliance with the Office of Training & Investigation Services (OTIS) and ODHS Licensing.
- Work in partnership with the CEO to develop program, organizational and financial plans.

### Clinical Operations

- Provide oversight of clinical aspects of program operations, including the buildout of Mental Health IOP program for foster youth and the general public.
- Provide oversight and leadership to Program Managers that ensures Case Managers, intake and YUI proctors, coordinate implementation of individual behavior programs; safety crisis plans, and individualized service plans for the client's placement.
- Provide oversight and leadership to Ensure Case Managers and YUI providers coordinate the planning and implementation of a client's academic and/or vocational program, and after-care planning as part of the Master Service Plan.
- Implement systems to monitor completion of functional assessment, development of individual goals, documentation of BRS hours, completion of progress reports and other required documentation.
- Ensure client files are maintained in accordance with ODHS and OYA contractual standards by conducting monthly chart audits.
- Ensure the Provision of 24/7 crisis and support services to YUI proctors as required
- Provide appropriate clinical supervision to Program Managers.
- Participate in the Oregon Alliance, Foster Plus, ODHS and OYA program meetings.
- Complete program reporting requirements Foster Plus and funding agencies

- Foster Care Bed-Fill Requirements (subject to updates and revisions):
  - Currently 19 beds in total;
  - 16 (i.e., at least eighty percent (80%)) must be filled at all times; and
  - nine (9) or more must be BHTFC (Behavioral Health Treatment Foster Care).
- Individual Residential Center (IRC) Bed-Fill Requirements (subject to updates and revisions):

### **Oversight of recruitment, certification, training and retention of proctor parents**

- Ensure the direct supervision of the Foster Home Certifier.
- Ensure that a comprehensive screening, assessment, and evaluation are completed for all potential YUI homes in accordance with ODHS & OYA licensing standards.
- Ensure systems are in place for suitable placement matches between clients and care providers.
- Ensure that YUI homes are maintained in accordance with licensing, ODHS, and OYA contract standards.
- Ensure the development and implementation of an annual recruitment plan for foster parents to meet contract requirements.
- Ensure foster parents receive training in adherence to the ODHS & OYA specified Foster Care (YUI) training curriculum modules.
- Support foster parent training by developing and delivering in-service modules as needed. Ensure a library of training materials is maintained.

### **Communications and Community Relations**

- Ensure CEO is fully informed about the organization's conditions and all key factors influencing it.
- Publicize the organization's activities, programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Serve as an effective YUI spokesperson, representing our programs and the mission.
- Interface with community partner agencies to foster greater relationships.

### ***In Financial Management and Legal Requirements, the Executive Director will:***

- Ensure adequate control and accounting of all funds, maintain current sound financial practices, and work with CEO to ensure an annual audit is completed, with direction and coordination from the Board.
- Ensure contract compliance with funding agencies.
- Monitor year-to-date financials to ensure financial goals remain on track, and develop contingency plans as needed.
- Work with CEO to develop the annual budget and present it to the Board for approval.
- Work with CEO to develop and implement monthly budget monitoring systems to ensure all financial goals are on track, and to develop contingency plans as needed.
- Monitor daily population of youth enrolled in the program to ensure budget targets are met. ○ Prepare and submit monthly placement invoices.
- Maintain official financial records and documents, and ensure compliance with federal, state, and local regulations and reporting requirements.
- Assure that funds are disbursed in accordance with contract requirements.
- Execute legal documents appropriately.
- Approve expenditures that the Board preapproves in the adopted budget.
- May authorize expenditures up to the approved budget for youth, proctor home needs, and staff training (Board must approve any additional amount).
- Review and approve monthly expense reimbursement and mileage reports.

### **Human Resources**

- Recruitment and onboarding of employees and termination of all personnel, both paid staff and consultants.
- Ensure job descriptions are developed, regular performance evaluations are conducted, and sound human resources practices are in place.
- Assign work effectively, delegating appropriate levels of responsibility and authority.
- Ensure compliance with personnel policies and state and federal regulations in the workplace and employment.
- Implement staff training and development efforts.
- Maintain an environment that attracts and motivates a high-functioning team.
- Maintain and track training records.

**Qualifications:**

- Masters degree in Social Work or a related field; or equivalent experience and expertise.
- A minimum of 5 years of experience in administration, involving the supervision of multiple individuals in a diverse staff and management of a significant budget, or a Bachelor's degree in Social Work with a focus in administration, or Bachelor's degree in business administration, public administration and 5 years experience managing social work or child welfare programs.
- Experience working with child welfare and a commitment to child welfare leadership and involvement.
- Leadership experience working with individuals from a wide range of backgrounds and cultures.
- Experience with fundraising, grant writing, and public relations.
- Experience in working with a diverse Board of Directors or stakeholder groups.
- Experience making difficult decisions through change management while keeping the organization motivated.
- Experience developing, forecasting, managing and executing budgets.