

**SUNRISE CHILDREN'S SERVICES
JOB DESCRIPTION**

JOB TITLE: Community Services Director

DIVISION: Community Based Services

REPORTS TO: President

GRADE: G (Exempt) **EEO:** 1

Effective Date: 01/01/2020

PRIMARY FUNCTION & PURPOSE: This person shall be responsible for the administrative management of the office that includes (1) the total program in accordance with the organization's written policies; and (2) the evaluation of the office as it relates to the needs of each client ensuring the standards and procedures are safe, adequate, and efficient health facilities and health services to treat, support, and encourage individuals with a substance use disorder, mental health disorder, or co-occurring disorder to achieve and maintain the highest possible level of health and self-sufficiency.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, but are not limited to the following:

- Ensures that sufficient and qualified staff and consultants, per licensing regulations, accreditation and policy, are employed to meet the needs of the population that the program serves.
- Possesses the ability to market the vision and program by establishing partnerships with referral sources, businesses, media, law enforcement, the courts, and the individuals to enhance program awareness and help establish potential funding sources.
- Oversees the overall operation of the facility including the control, utilization, and conservation of its financial assets.
- Makes recommendation regarding development, revision and implementation of policy and procedure for the program.
- Ensures program follows all state regulations, Medicaid regulations and other payer requirements / regulations.
- Maintains appropriate amount and quality of continuing education or training as required by licensing boards and policy.
- Reviews performance of subordinates honestly, accurately and in a timely manner. Creates and maintains an atmosphere of warmth, personal interest and positive emphasis as well as a calm environment.
- Committed to initiating and maintaining a positive relationship within the community served including providing to community human service providers, churches and other professionals as requested
- Other projects as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** High degree of skill in nonverbal, oral and written communications; sophisticated ability to identify, define, and explain complex business problems and the persuasion skills necessary to implement solutions to those problems.
- **Education:** Master's degree in a human services field, including:
 1. Social work;
 2. Sociology;
 3. Psychology;
 4. Guidance and counseling;
 5. Education;
 6. Religion;
 7. Business administration;
 8. Criminal justice;
 9. Public administration;
 10. Child care administration;
 11. Christian education;
 12. Divinity;
 13. Pastoral counseling;
- **Experience:** Minimum of five years experience in mental health setting and must have a minimum of two (2) years of prior supervisory experience in a human services program.
- **Skill:** Extensive Knowledge of an extensive body of policies, procedures and/or operations/ programs requiring special knowledge developed from specialized training and extensive experience. Independent judgment is a critical element of jobs at this level.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, program, or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operations of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. On call 24 hours a day, 7 days a week.
- **Supervision:** Supervises 7 - 10 staff persons.
- **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

I have reviewed, understand and have received a copy of the job description.

Employee Name (please print)

Date Signed

Employee Signature