

**Job Description**

**Executive Director**

**Classification:** Non-Exempt

**Salary Grade/Level/Family/Range:** Program Professional

**Reports to: The Board Of Directors**

**Date of Last Review: April 2023**

**Summary/Objective**

Under limited supervision, responsible for supervising Caseworker Supervisor (CWS), approval of SHINES notes, monitors GA Score activity, coordinates all admissions and acts as first in command. Will be required to carry a case load if needed.

**Required Education and Experience**

Must have a Master’s Degree in the area of behavioral or social sciences, social work, or childhood education, business or public administration or related field and two (2) years of paid work experience in the field of social services or human service delivery working with children and families and at least one of which has been in an administrative or supervisory capacity; or a bachelor’s degree in the same areas of study and four (4) years of paid work experience in a human services delivery capacity working with children and families or a related field and at least two of which have been in an administrative or supervisory capacity. Two-four years of experience working with children and families

**Preferred Education and Experience**

* Certified in **Foundations** through the Office of Provider Management
* The Director will be required to have a criminal background check completed through the GAPS Cogent System and must be cleared by DHS with all required CPS and Safety Checks prior to employment.
* Must have a passion and purpose for children and families and approach each day with a servant’s heart.
* Must be able to pass a drug screen and have a good driving record.
* Have or can obtain minimum insurance requirements for transportation of consumers in personal vehicle.

**Essential Functions**

* Administration of Foster Care Policy and Procedures established by the Board of Directors of It Is Well with adherence to the policies and procedures set forth by the State of Georgia regarding Foster Care.
* Demonstrate substantial knowledge of program/services of the Agency and ability to translate information to others.
* Ability to supervise staff, Communicate, effectively utilize, and work cooperatively with a wide variety of individuals.
* Proficient in assigned computer software programs; able to create meaningful reports; able to create and utilize databases as assigned. (RCCL reports, GA Score, SHINES)
* Maintain and supervise the Georgia SCORE and SHINES data input to ensure compliance with timelines, program updates and required information.
* Ensure current practices and procedures are in compliance with all regulatory bodies: RCCL, OPM, and DFCS.
* Maintain files of information as assigned; which includes sending out reports, documentation, phone calls, etc.
* Personnel responsibilities include assisting the CEO in the provision of leadership, supervision and support of case management staff and interns and by understanding, evaluating and enhancing professional attributes of the staff.
* Provide direct supervision and training to onboard new staff through job shadowing and hands on training through partnering in the management of a case load.
* Understands and promotes the professionalism and the ideals of the It Is Well Foster Care program within the agency, the community and with the Foster Families.
* Conduct and document trainings to enhance the foster parent’s professional knowledge of relevant topics, required policy and procedural practices for
* Attend meetings as requested.
* Keep informed of scheduled leaves, holidays, and other request and/or grievances.
* Will be required to carry a case load if needed.
* Teach IMPACT training to prepare new foster parents for opening their homes.
* Track all monthly reports (i.e. due date for filing in charts).
* Assist with scheduling foster parent ongoing trainings
* Coordinate admissions and match available foster families with youth(s) in need of placements
* Organize respite placements as needed
* Assure all correspondence is processed in a timely and accurate manner.
* Responsible for conducting annual evaluations of Casework Supervisor.
* To audit files (electronic) for compliance and to maintain a high quality of documentation and organization to the information and to assist in the correction of any deficits and providing praise for excellence.
* Assist the Casework Supervisor with the foster child admission process from the initial review of the Universal Application to the youth family match and all other required paperwork to admit the child in the program.
* Complete required reports in conjunction with the Casework Supervisor.
* Participating in an afterhours on-call system with the foster care staff.
* Work cooperatively with all staff and administration in seeing that the needs of the Agency are met and maintained.
* Maintain confidentiality requirements.
* As part of this role, you will also be responsible for actively recruiting and assessing potential foster families to join our program.
* Perform other duties as agreed upon and or assigned by the CEO.

Please be aware that failure to return any company equipment within 48 hours of employment coming to an end will result in the forfeiture of the employee’s final paycheck.

**AAP/EEO Statement**

It Is Well is an Equal Opportunity Employer.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Signatures**

**This job description has been approved by all levels of management:**

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee’s supervisor.**

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_