



JOB DESCRIPTION

Job Title: Campus Director	Effective date: 10/01/2007
Supervisor: Chief Executive Officer	Revision date: 01/01/2009
Job Code:	FLSA: Exempt Department Code:

SUMMARY/GENERAL ACCOUNTABILITY

Responsible for the oversight and management of all Campus Operations, Administrative and Program staff for assigned campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative

- Provide direction, leadership and supervision to staff to maximize efficiencies and professionalism on campus
- Create an atmosphere of enthusiasm, commitment, teamwork, interdependence and ethical behavior
- Prepare and manage budget for all campus operations
- Prepare and monitor status of billings and payments for Youth Care services
- Review data collection and analyze data to ensure financial and therapeutic outcomes and goals are met
- Ensure compliance with all licensing regulations, contract requirements, Teaching Family Model requirements (or other therapeutic milieu depending on resident population) and USDA requirements
- Responsible for employment growth and development of all campus staff
- Conduct weekly campus-wide meetings
- Conduct monthly house inspections
- Head the campus Safety Committee and hold monthly meetings
- Develop and enforce consistently all Youth Care Policies and Procedures
- Assist with marketing, public relations, fundraising and federal/local grants
- Coordinate all campus grant and foundation activities through the National Grant Writer
- Coordinate all other fundraising activities through the National VP Marketing, Communications and Community Relations and/or National VP Development
- Work with the Board on fundraising activities
- Serve as local point person for meeting with/presenting St Jude's to community groups
- Establish and maintain positive and professional relationships with community and placement agencies, government representatives and other vendors
- Work closely with local Board and provide timely updates, reports and recommendations
- Ensure campus data on all youth and children is complete and entered promptly into Youth Care treatment software
- Conduct annual performance evaluations for direct reports by designated due date
- Ensure annual performance reviews are completed for each campus employee by designated due date
- Screen and hire campus staff
- Instill a culture of continuous improvement for all campus staff
- Serve as a resource and support for other Campus Directors organization-wide

Program

- Maintain in good standing all contracts and licenses – both governmental and private
- Supervise Youth Care staff and meet training, continuing education, contract and licensing requirements
- Available on call 24 hours/day, 7 days a week
- Maintain a resident population of at least 85% utilization (annual average based on number of licensed beds) commensurate with facility capacity, licensing requirements and optimum treatment capacities
- Supervise youth homes and ensure homes are safe, comfortable and well-maintained
- Provide consultations, evaluations and in-home visits on a weekly basis
- Focus on continuous improvement, semi-annually assessing Youth Care staff skill levels and quality of program service delivery
- Supervise and monitor established treatment procedures and develop new procedures for counseling, treatment planning and other program components
- Maintain a positive and professional relationship with Youth Care licensing agencies and case workers



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- Document and communicate youth progress for dissemination to families, agencies, courts and other authorized parties
- Prepare reports/recommendations on admission/discharge of youth, program changes and critical incidents involving youth and staff
- Identify, develop and maintain positive and professional relationships with support services (e.g., therapists, doctors, dentists, law enforcement, juvenile court personnel, school officials, emergency mental health and community agencies)
- Be knowledgeable about Youth Care treatment best practices external to St. Jude's Ranch

General

- Other related duties as assigned

DIRECT REPORTING RELATIONSHIPS

Boulder City

- Residential Coordinators
- Program Coordinator, (Transitional Living, Pregnant and Parenting Teen)
- Case Management
- Maintenance
- Residential Staff

Bulverde

- Residential Coordinators
- Program Coordinator, (Transitional Living)
- Case Management
- Maintenance
- Office Manager
- Residential Staff

Emergency Shelter

- Program Coordinator, (Shelter, Pregnant and Parenting Teen)
- Assessment Coordinator
- Teacher Trainer
- Maintenance
- Office Manager
- Residential Staff



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QUALIFICATIONS

LEVEL CODE	EDUCATION	EXPERIENCE
Required	<ul style="list-style-type: none"> Bachelors in Early Childhood Education, Social Work, Psychology or Related field 	<ul style="list-style-type: none"> 3 Years in Child Placement Field
Preferred	<ul style="list-style-type: none"> Masters in Early Childhood Education, Social Work, Psychology or Related field 	<ul style="list-style-type: none"> 5+ Years in Child Placement Field

CERTIFICATIONS/LICENSES/REGISTRATIONS

General	<ul style="list-style-type: none"> Valid State Drivers License, good driving record, ability to provide own transportation and proof of current automobile insurance CPR/First Aid Certification CPI Certification (provided) Age minimum of 18 or 21 years of age per licensing standards
Professional	<ul style="list-style-type: none"> LCCA license CPR and First Aid Instructor training certification Emergency Behavior Intervention Instructor training certification

PHYSICAL/MENTAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> Body mobility to stoop, kneel, bend, reach, walk and walk briskly in order to interact with and monitor children Stamina to work long days and drive long distances Moderate to heavy lifting to 60 pounds unassisted and up to 120 pounds or more with assistance
Visual and Cognitive Demands	<ul style="list-style-type: none"> Must have ability to communicate both verbally and in writing Must have ability to give and receive verbal and written instructions (with or without hearing aids) Must have ability to read fine print, have sustained vision and peripheral vision (with or without glasses)
Environmental Demands	<ul style="list-style-type: none"> Environment requires dexterity to remain calm and adapt to fast paced and emotional environments consisting of children with moderate to severe emotional and psychological needs
Work Environment	<ul style="list-style-type: none"> Home-like settings with varying moderate to high degrees of background noise. Light and ventilation are found in a typical home setting Campuses are smoke-free, except on permitted campuses in designated areas
Possible hazards	<ul style="list-style-type: none"> Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request) Possible injury when lifting or moving (child or objects) if employee fails to use proper body mechanics, or if proper techniques are not used when the use of CPI restraint techniques are required



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ST JUDE'S MANAGEMENT TEAM CORE COMPETENCIES

1. Leadership	<p>Provides Vision</p> <ul style="list-style-type: none"> Provides clear direction and priorities Promotes a vision aligned with the strategy of St. Jude's Ranch Serves as a role model and standard bearer, leads by example Inspires a sense of energy and ownership <p>Motivates and Influences Others</p> <ul style="list-style-type: none"> Inspires others to work towards goals Encourages enthusiasm and celebrates successes Rewards accomplishments and provides public praise Modifies motivational approaches based on individuals 	<p>Leads Courageously</p> <ul style="list-style-type: none"> Demonstrates principled leadership Addresses tough issues promptly and courageously Confronts others when necessary in a respectful way <p>Champions Change</p> <ul style="list-style-type: none"> Implements new policies and procedures effectively Ensures full support to new policies through monitoring and reinforcement Completes training for new programs on time
2. Management & Development	<p>Empowers Others</p> <ul style="list-style-type: none"> Encourages and supports staff's independent decisions Conveys confidence in staff's ability to get the job done Provides staff with necessary information and resources Monitors and reinforce staff development Allows staff to make mistakes in order to learn 	<p>Coaches and Develops</p> <ul style="list-style-type: none"> Selects effective staff Establish expectations with staff, delegates effectively, follows up Coaches and develops through feedback Holds staff accountable, confronts unacceptable performance <p>Promotes Teamwork</p> <ul style="list-style-type: none"> Fosters an environment of trust and understanding Solicits staff input on team decisions Encourages staff to work together to meet goals Keep staff informed
3. Teamwork	<p>Builds & Maintains Positive Relationships</p> <ul style="list-style-type: none"> Interacts with others in a positive, open and non-threatening manner Practices an open door policy Appreciates the diverse differences in individuals Displays sensitivity to the needs & concerns of others 	<p>Manages Conflicts</p> <ul style="list-style-type: none"> Manages and resolves conflict constructively Effectively works through conflict Facilitates Win/Win solutions Demonstrates tact and empathy with employees
4. Communication	<p>Encourages Open Communication</p> <ul style="list-style-type: none"> Creates an environment where open communication is direct, encouraged, relevant and rewarded <p>Listens Effectively</p> <ul style="list-style-type: none"> Listens to others without interrupting Confirms understanding through paraphrasing Asks appropriate follow up questions 	<p>Speaks Effectively</p> <ul style="list-style-type: none"> Expresses ideas clearly and succinctly Speaks effectively in group situations, conveys enthusiasm Effectively conveys a difference of opinion Responds convincingly to objections <p>Writes Effectively</p> <ul style="list-style-type: none"> Writes concise documents Summarizes complex information in written formats Tailors writing in order to maximize understanding



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5. Action Oriented	<p>Exerts High Energy</p> <ul style="list-style-type: none"> Consistently demonstrates high energy Understands when urgency is needed & acts accordingly Maintains focus & intensity even when working long hours <p>Drives for Results</p> <ul style="list-style-type: none"> Focused on attaining results Sets high standards for performance 	<ul style="list-style-type: none"> Willingly puts in extra time and effort when needed Demonstrates persistence in the face of obstacles <p>Initiates Improvements</p> <ul style="list-style-type: none"> Takes initiative Identifies opportunities and acts on them Reviews performance and processes and identifies potential improvements
6. Self Management	<p>Demonstrates Adaptability</p> <ul style="list-style-type: none"> Performs well in high pressure or stressful situations Efficiently manages multiple tasks Works effectively in changing or unclear conditions Demonstrates flexibility and is not oversensitive in situations 	<p>Demonstrates Dependability</p> <ul style="list-style-type: none"> Arrive to work on time Consistently adheres to work schedule <p>Inspires Trust</p> <ul style="list-style-type: none"> Creates an atmosphere of integrity Maintains a respectful and fair environment Follows through on communication
7. Analysis & Decision Making	<p>Analyzes Information</p> <ul style="list-style-type: none"> Learns new information quickly Seeks and identifies the root cause of problems Identifies important information without unnecessary detail Detail oriented by ensuring accuracy of work <p>Makes Decisions</p> <ul style="list-style-type: none"> Makes decisions quickly when necessary Makes decisions in the face of uncertainty Thinks strategically Generates innovative and creative solutions 	<p>Uses Sound Judgment</p> <ul style="list-style-type: none"> Successfully weighs impact of decisions Accurately considers complexity, ambiguity and risk Balances subjective and objective data Uses a practical approach when making decisions
8. Planning & Execution	<p>Drives Execution</p> <ul style="list-style-type: none"> Conveys clear expectations for assignments Conducts effective staff meetings Delegates responsibility effectively Monitors the progress of performance initiatives 	<p>Organizes Effectively</p> <ul style="list-style-type: none"> Manages time efficiently in order to accomplish priorities Identifies and communicates work priorities <p>Displays Fiscal Responsibility</p> <ul style="list-style-type: none"> Demonstrates fiscal responsibility through cost savings and adherence to budgets Accurately and realistically sets budgets
9. Children's Service	<p>Service to the Children</p> <ul style="list-style-type: none"> Demonstrates that meeting children's needs is a priority Builds a child-focused team Serves as a role model for the children 	<ul style="list-style-type: none"> Trains staff to provide exceptional service to the children, to guests, visitors and donors Maintain positive relations with Licensing and Governance Relations and other vendors or agencies supporting St. Jude's Ranch.
10. Organizational Knowledge	<p>Knows the Business</p> <ul style="list-style-type: none"> Stays abreast of external trends & forces affecting business Informed on industry & competitor practices and successes 	<p>Knows the Organization</p> <ul style="list-style-type: none"> Understands the functions of other departments Coordinates efforts with other departments Knows where to go to get answers to questions Displays an understanding of corporate culture and terminology



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SIGNATURE STATEMENT: I understand my essential duties and responsibilities

Supervisor Approval:	Date:
Employee Signature:	Date:

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

St Judes Ranch for Children reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.