

Murphy-Harpst Children's Center (MHCC)

Director of Specialized Foster Care Search

Position Announcement

Murphy-Harpst Children's Center is seeking a Director of Specialized Foster Care who can manage and expand the existing Specialized Foster Care Program. Reporting to the Chief Operating Officer (COO), the Director will direct the day-to-day operations of the department, providing leadership to a team of foster care specialists, creating and maintaining a positive culture, and improving operating procedures and efficiencies, and expanding the program both within Region 3 and to a larger geographical area. The Director is a key member of the Senior Management Team, working within budgeted resources and with other senior managers to create a culture of excellence and accountability at Murphy-Harpst. The successful candidate will have broad experience in Foster Care, strong knowledge of state and local regulations, and be an experienced and efficient leader who is employee-centered, highly energetic, and organized. A heart and passion for improving the lives of children and families is essential.

Established in 1924, the mission of MHCC is to provide healing and hope to children and youth who are experiencing significant emotional and behavioral challenges. Many have experienced physical, emotional or sexual abuse, sexual exploitation, neglect, abandonment, or other trauma while others have succumbed to negative peer pressure and drug use. Located on 160-acres in Cedartown, Georgia, MHCC provides a beautiful residential campus that offers a Transitional Living Program, an Education Program that was identified as a Reward School by the Georgia Department of Education in 2014, a Clinical Program, a Work Program, Equine Therapy, and Therapeutic Activities. The organization also offers a Specialized Foster Care Homes Program where children and youth live with foster families in the community.

The organization is committed to meeting the critical needs of these young people to prepare them to live successfully in the community with lives of meaning and purpose. Our talented and amazing employees make this happen. The need for our services is high. In Fiscal Year 2016, MHCC received 1758 referrals for only 105 openings. We hope you will consider joining our team at this time of dynamic growth.

A Comprehensive Benefits Package including Health Insurance, Dental, Vision, Retirement with a match and time off for Vacations, Holidays and Sick Leave is offered.

Applicants should email their cover letter outlining how they meet the specific requirements of the position, a resume responsibilities and accomplishments and any supporting documents to dbaber@murphyharpst.org no later than **December 15, 2017.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. No phone calls please.

Murphy-Harpst is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity (including gender expression), sexual orientation, disability, or protected veteran status.

Murphy-Harpst Children's Center (MHCC)

Job Description
Director of Specialized Foster Care

Position Summary

Working closely with, and under the direction of, the Chief Operating Officer (COO), the Director of Specialized Foster Care oversees the day-to-day operations of Murphy-Harpst Children's Center's Specialized Foster Care Program. The Director will be responsible for managing and leading an established specialized foster care program, and enhancing and expanding that program into adjacent geographical areas. The Director is responsible for maintaining an organization that follows State Regulations, Accreditation Standards, and Contractual Agreements while meeting budgeted expectations. The Director coordinates activities and services among the family consultants, various funding resources, regulatory boards, funding sources, the agency, and the community at large. The Director provides support to the family consultants, the family and the community, organizes community-based services as needed, and oversees or participates in the recruitment process for foster parents. Experience with Georgia DFCS , RCCL, and OPM requirements and previous work in the Georgia foster care system is a plus. The Director is a member of the Senior Management Team who role models and shares in being responsible for maintaining an atmosphere of high quality care for children and their families that aligns with Murphy-Harpst's mission, vision, and strategic objectives.

Qualifications, Experience & Skills

- Masters Degree in Social Work or a related Human Services field. Licensure as a Professional Counselor, Clinical Social Worker or Marriage & Family Therapist is a plus.
- Minimum of two (2) years of clinical experience working with foster children and families and supporting staff.
- Excellent supervisory and demonstrated leadership skills
- Must be able to train and provide resources to the families, children, consultants and community.
- Must be trained in an appropriate foster parent training program prior to employment or at the first available training.
- Experience working creatively within a budget and using innovation to find ways of more effectively managing resources.
- Experience working as a Change Agent; proven success in leading change with a continuous improvement mindset.
- A demonstrated highly collaborative management style, as well as an ability to make timely but sound critical decisions.
- Exceptional interpersonal skills with a demonstrated ability to build trust, open communication and instill motivation while ensuring accountability throughout the entire organization.
- Excellent verbal and written communication skills combined with strong presentation skills.
- Extensive computer skills and working knowledge of a variety of software programs, including but not limited to the Microsoft Office Suite.

Essential Functions & Primary Responsibilities

1. The Director will oversee the day-to-day operations of the Specialized Foster Care Program to ensure that operational controls, administrative and reporting procedures are being followed and that employees are being motivated and treated with respect.

2. The Director will regularly review and monitor the effectiveness of direct reports while assisting them with action plans to improve performance, increase staff clinical knowledge, and assist with professional development.
3. The Director will monitor the Admissions process, reviewing incoming referrals and guiding staff to appropriately match families and children.
4. The Director will maintain appropriate documentation to ensure that the program meets all regulatory requirements.
5. The Director will maintain a timely monthly reporting system to track progress of the program.
6. The Director will develop program goals and program budget as required, and will work with the COO to establish program goals, performance improvement projects and other activities that assure compliance with regulations.
7. The Director will track assigned performance improvement measures and program goals.
8. The Director will manage SFC staff to ensure that they are developing objectives and work plans, and achieving program goals.
9. The Director will work closely with other members of the Senior Management Team to collaborate on Murphy-Harpst's strategic mission, growth plan, and day-to-day operational details of the agency.
10. The Director will work to expand the geographical footprint of the Specialized Foster Care program to further develop and enhance the services MHCC provides to the foster care community. This will include seeking innovative ways to market and expand community awareness of the program among community leaders, spiritual organizations, local DFCS offices, other residential and/or foster care providers, and the general public.
11. The Director will assure that staff coordinates the children's treatment with other individuals or agencies regarding the treatment plans, family visits, family treatment with other agencies, etc., incorporating necessary changes into the treatment plan.
12. The Director will assure that on-call services are provided to foster families within time requirements and serve as back-up on-call to the family consultants as necessary.
13. The Director will maintain his or her own professional development by attending meetings, seminars, and trainings, and continuing to keep updated on changes in the regulatory environment.
14. The Director will ensure that all staff and foster parent trainings are maintained as required.
15. The Director will conduct investigations of serious incidents that occur within the client base and ensure that all required reporting is handled within time constraints.
16. Perform other duties as assigned by the Chief Operating Officer.