



**Murphy-Harpst**  
LIFE AND HOPE FOR CHILDREN

## **Job Description**

# **Director, Transitional Living Program**

**Classification:** Exempt

**Salary Grade/Level/Family/Range:** Director

**Reports to:** Chief Operating Officer

**Date of Last Review:** December 2017

**Infection Control Category:** 2

### **Summary/Objective**

The Director, Transitional Living Program (TLP) is responsible for all aspects of developing the TLP and for maintaining a functioning residential unit. This position provides leadership to the TLP to facilitate the growth of young adults, leading to a higher level of preparedness for young adulthood, and sets the direction for the Program. The Director is the highest-level supervisor in TLP and serves as the operative and authoritative force within the Program. This role demands a high level of professionalism and open communication with other managers and departments within the Agency. Key responsibilities include working with Executive Management to develop comprehensive strategy, fiscal management, hiring and managing staff, and developing and implementing a results-driven program that aligns with Murphy-Harpst organizational goals and objectives. This role also requires making sound decisions, problem-solving abilities and time management. The Director is responsible for making sure the basic needs of consumers in care are met, including adherence to service plans and provision of individual attention when necessary. The duties of this role require the Director to be a role model to staff members and clients and the availability and accessibility necessary to effectively teach and coach. The Director is responsible for assuring that the basic philosophy, guidelines, policies and procedures of the Agency are clearly articulated and enforced. This individual will be a creative, innovative, strategic thinker with strong experience with young adults 16-21.

### **Essential Functions**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. Working closely with their supervisor, develops, implements, and manages a strong, innovative program to provide safe housing, supportive case management services, life skills training, educational and employment guidance, counseling and education for young people preparing to leave care. Assumes and maintains responsibility for the administration and running of the program. Develops schedules and programmatic details for the clients.
2. Ensures that all staff are properly trained in TLP and understand the requirements of this group of clients.
3. Responsible for the daily operations of the program.
4. Directs the activities of Youth Development Specialists, Life Coaches, Human Services Personnel, and other staff, organizes, directs, coordinates, and evaluates service delivery to consumers.
5. Works closely with the Admissions department to coordinate potential client interview and make intake decisions on new referrals.
6. Assures compliance with all relevant regulatory agencies.
7. Ensures that staff are properly documenting their work with the clients in the GA Score and GA Shines.
8. Compiles and tracks compliance data for required agency reporting.
9. Stays abreast of all revisions and changes in standards and requirements of regulatory agencies.
10. Assumes and maintains responsibility for continuing education in the TLP area, including orientation for new employees; ensuring direct reports complete scheduled trainings; and coaching and supervision of problem areas.
11. Plans and conducts in-service training s for employees in areas assigned by Executive Management.
12. Maintains availability, visibility, and accessibility to ensure staff and consumer needs are met, including the proper supervision of consumers, adherence to staffing ratios, and proper handling of crisis situations.
13. Evaluates and verifies employee performance through the review of completed work assignments and work techniques, including regular supervision with direct reports regarding expectations, goals, improvement, and acknowledgement of strengths.
14. Conduct monthly mandatory staff meetings, and as realities necessitate.
15. Keep his or her direct supervisor aware of the status of their unit on a regular basis, including keeping supervisor apprised of incidents or potential incidents that might affect the functioning of the unit
16. Communicate and initiate suggestions for improving job duties and unit needs and develop solutions to individual, program, or campus issues
17. Identifies staff development and training needs and ensures that training is obtained.
18. Maintains records, prepares reports, and composes correspondence relative to the work as assigned by supervisor or required by regulatory agencies.
19. Provides leadership in the formulation and implementation of treatment, training, and therapeutic objectives.

20. Ensures incident reports, individual summaries, and all regular documentation regarding the progress of consumers are completed within the required timeframe.
21. Monitors staff retention and morale, including ensuring that staffing needs are identified and communicated to Human Resources quickly.
22. Defines goals and objectives and confers with Human Services Professionals, Therapists, and any Consumer Planning or Service Coordination team to provide guidance in behavioral strategies
23. Orients newly admitted consumers to the TLP and communicates with staff any initial plans of care, safety concerns, and ways to make the consumer feel welcome
24. Serves as a liaison between staff and other areas within the Agency.
25. Ensures effective communication with staff members by appropriately utilizing direct individual communication, meetings, log books, and notices through email or other messaging system.
26. Provides transportation of residents as needs dictate or as assigned by direct supervisor.
27. Ensure the proper administration and recording of medications for consumers in accordance with policy
28. Actively promotes positive behavior by serving as a role model for consumers in areas including but not limited to appropriate peer relations, maintaining personal hygiene, conflict resolution, life skills, collaborative problem solving, self-esteem, and positive attitude.
29. Maintains a superior knowledge of behavior management principles, crisis de-escalation techniques, and Therapeutic Crisis Intervention (TCI) skill.
30. All other duties as assigned by Executive Management..

### **Competencies**

1. Positive Relationship Building
2. Collaboration
3. Effective Communication
4. Leadership
5. Conflict Resolution
6. Organizational Skills
7. Time Management Skills

### **Supervisory Responsibility**

This position has direct supervisory responsibility for Youth Development Specialists, Life Coaches and other staff within the TLP.

### **Work Environment**

This job operates primarily in a residential behavioral health setting. Employees are subject to the physical and emotional behavior of the consumers and occasionally require an employee to work in adversarial situations.

### **Physical Demands**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position requires that incumbent be physically and emotionally fit to perform the duties outlined by being able to do the following on a regular scheduled basis: Ability to lift 60 – 120 pounds unassisted or 120 – 200 pounds with assistance. Must be highly alert with very quick reflexes in order to respond to emergency situations; able to perform Therapeutic Crisis Intervention (TCI) restraints, holds, and protective interventions without causing harm to the child, self or others.

### **Position Type/Expected Hours of Work**

This is a full-time position. Work times vary and are per the needs of the TLP . Evening and weekend work is frequent. Must remain on-call for unit and campus needs on a 24-hour basis (agency will provide or reimburse phone use for work purposes)

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

1. Bachelor's Degree .
2. At least two years paid experience in the field of social services or human service delivery, at least one of which has been in an administrative or supervisory capacity.
3. Familiarity and experience with RBWO (Room Board and Watchful Oversight) standards and CS Child Welfare policy

### **Preferred Education and Experience**

1. Master's Degree in the area of behavioral or social sciences, social work, childhood education, business or public administration or related field.
2. Experience working in a Transitional Living Program or Independent Living Skills Program.
3. Supervisory experience in a social service setting (**Residential or Behavioral Health highly preferred**)
4. Experience working with therapeutic crisis management principles and techniques
5. Demonstrated knowledge of mental health population and common diagnoses

### **Additional Eligibility Qualifications**

1. Working knowledge of a variety of softwares, including but not limited to Microsoft Word and Excel.
2. Must be 21 years of age or older to comply with state requirements
3. Must pass pre-employment background checks and have clearance before hire.
4. Must pass a pre-employment physical and drug screen before hire.
5. Must submit all required pre-employment documentation before hire.

**AAP/EEO Statement**

Murphy Harpst Children’s Centers 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\_\_\_\_\_

HR\_\_\_\_\_

**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\_\_\_\_\_