

## **Executive Director Job Description**

The Executive Director is a full-time position, reporting to the Board of Trustees. Responsibilities include, but are not limited to, the following.

- Responsible to the Board of Trustees for total daily operations of the agency.
- Makes policy proposals and presents problems with solutions to the Board of Trustees.
- Executes policies established by the Board of Trustees.
- Responsible for assisting with recruiting Board of Trustee members that are representative of the specific cultures the agency serves and the populations being served. Board of Trustee members should represent a mix of skills, strengths, professions, age, race and gender.
- Plans/approves all minor changes in program services and prepares for Board approval of all major changes.
- Provides an annual written report to the Board of Trustees regarding any litigation, allegation of wrongdoing, malpractice, or violation of the Code of Ethics. Also provides a written review of formal complaints, grievances or appeals that have occurred within the year.
- Participates in the development and review of the agency's accessibility plan. Assists with the creation and implementation of a corrective action plan to address and remove barriers. Provides a written annual status report to the Board of Trustees.
- Conducts an annual review of all critical incidents which is provided in a written analysis that addresses causes, trends, actions for improvement, results of performance improvement plans, necessary education and training of personnel, prevention of occurrence, internal and external reporting requirements.
- Assists with developing a written ethical code of conduct in the following areas: business, marketing, service delivery, professional responsibilities and human resources.
- Ensures that the Center complies with all legal and regulatory requirements including, but not limited to, rights of the persons served, confidentiality requirements, reporting requirements, contractual agreements, licensing requirements, corporate status, employment practices, mandatory employee testing, and privacy of the persons served.
- Conducts an annual review of the agency's policies and procedures.
- Serves as agency representative of the Family Justice Center. Attends meetings, writes reports, and monitors the agency's interests in this community partnership.
- Serves as agency representative for the \_\_\_\_\_ County Child Abuse Collaborative. Attends meetings, provides professional input, and is involved as requested in activities.

continued

### **Executive Director, continued:**

- Is responsible for coordinating the \_\_\_\_\_ Child Advocacy Center services.
- Writes grants and solicits other funding pursuant to requirements of funding sources.
- Develops and implements marketing and public relations activities.
- Acts and fulfills all obligations as Safety Officer and Quality Assurance Chairperson.
- Acts and fulfills all obligations as Client Rights Officer.
- Acts and fulfills all obligations as Privacy Officer in compliance with the Health Information Portability and Accountability Act of 1996 (HIPAA).
- Serves as a member of the Performance Improvement Review Team.
- Conducts diagnostic assessments, group, and individual therapy as needed.
- Hires or terminates employment of staff in accordance with personnel policies.
- Prepares and monitors agency's service plan, budget, and evaluation plans.
- Holds administrative, clinical and general staff meetings.
- Oversees functions of other administrative and clinical staff.
- Attends to personnel matters of administrative and clinical staff.
- Is available to and solicits from all staff any constructive or critical comments about the Center's overall functioning.
- Approves all staff work assignments.
- Conducts annual evaluations of staff members.
- Serves as the agency's liaison in the capacity of attending meetings or participating in community events.
- Serves as a mandated reporter of abuse and neglect-related incidents involving minors.
- Reports to the Board of Trustees any personal arrests or convictions received while employed by the agency.

The Executive Director must possess the following qualifications: Master's degree in Social Work or related field required; current State of \_\_\_\_\_ independent licensure (LISW or LPCC) required; three years of supervisory experience required; ability to motivate others and promote a positive work environment; valid operator's license and motor vehicle record with no major violations and not more than one moving violation within the past three years; high level of initiative; mature judgement; self-discipline; willingness to assume responsibility, be a part of a team; excellent organizational, time management, computer, interpersonal, and communication skills (both written and verbal); the ability to work independently, be attentive to detail, deal with time constraints and deadlines, multi-task, and perform a wide variety of duties with a diverse population; a non-violent philosophy in personal relationships; and an understanding of and ability to maintain confidentiality.