

**Jackson-Feild Homes
Residential Treatment Facility**

JOB DESCRIPTION
 PERFORMANCE APPRAISAL

JOB TITLE: Executive Director

DEPARTMENT: Administration

SUPERVISOR: Jackson-Feild Homes Board of Trustees

PREPARED BY: _____

APPROVED BY: _____

ISSUED: September 25, 2002

REVISED: May 12, 2008

JOB SUMMARY

The Executive Director is responsible for the coordination and implementation of all Board of Trustees' policy. He/she supervises and coordinates the management of the day-to-day operations of Jackson-Feild Homes.

Executive Director

ADMINISTRATIVE RESPONSIBILITIES:

1. Work with the Strategic Planning Committee of the Board of Trustees to formulate and continually revise a 3 to 5-year strategic plan which addresses changes in Jackson-Feild's programs, changes in the population served, recommendations for expansion of services, and the recommendation for capital projects and improvements. Review the mission statement on a periodic basis to ensure that the strategic plan is in alignment with and supporting the fulfillment of the mission of Jackson-Feild.
2. Set annual strategic goals and objectives for the staff of Jackson-Feild Homes and review these goals with the Board of Trustees for final approval.
3. Coordinate the development and refinement of policy annually in partnership with the Board of Trustees.
4. Coordinate and supervise the day-to-day management of Jackson-Feild Homes with the Leadership Team.
5. Ensure that Jackson-Feild Homes complies with all regulatory agencies, accrediting bodies, and with its own policies and procedures.
6. Communicate with the Board of Trustees on the challenges and successes of Jackson-Feild Homes on a monthly basis. Prepare reports for Board of Trustees' meetings.
7. Coordinate the Board of Trustees Meetings with staff and Trustee members.
8. Coordinate Board Committee activities on a monthly basis and the day-to-day operations of Jackson-Feild Homes.
9. Coordinate and manage the overall physical facilities of Jackson-Feild Homes to ensure that the facilities are safe, well-maintained, and comply with all regulatory agencies. Formally review the physical plant on a monthly basis.
10. Represent Jackson-Feild Homes as a child advocate via participation in state associations, civic clubs, and other governmental agencies affecting Jackson-Feild Homes.

FINANCE

1. Monitor, assess, and coordinate the implementation of all financial affairs of Jackson-Feild Homes in accordance with the Financial Guidelines.
2. Annually develop and present for approval an operating budget and capital budget to the Board of Trustees 3 months prior to the beginning of the new fiscal year.
3. Prepare and report monthly financial statements and additional fiscal information as requested to the Treasurer and the Board of Trustees. Provide information and reports to the Management Team on a monthly basis.
4. Maintain accurate fiscal records for the management of the day-to-day operations of Jackson-Feild Homes. Maintain accurate fiscal records of all of Jackson-Feild Homes' accounts, including but not limited to, the endowment fund.
5. Develop and implement internal procedures which assure appropriate documentation and safeguards according to General Accepted Accounting Principles (GAAP).
6. Arrange for an annual audit of fiscal records by a certified public accounting firm.

HUMAN RESOURCES

1. Coordinate the policies and procedures for the employment and supervision of all staff.
2. Ensure that Jackson-Feild Homes complies with all state and federal employment law, including but not limited to, all equal employment opportunity laws, Title VII of the Civil Rights Act of 1964, the Fair Labor Standards Act, The Equal Pay Act, The Family Medical Leave Act, the Americans' with Disabilities Act, COBRA, child labor laws, etc.
3. Consult with the Personnel Committee of the Board of Trustees on personnel issues as directed by the bylaws. Alert the President of the Board of Trustees and the Chairman of the Personnel Committee to potential legal threats or impending litigation.
4. Provide for the training of staff, which will enhance their performance, Jackson-Feild Homes' services, and comply with all regulatory and accrediting bodies.
5. Formally review the training curriculum of Jackson-Feild Homes annually and make necessary changes to enhance the effectiveness of the staff in delivering the services of Jackson-Feild Homes.
6. Develop and maintain clear lines of accountability and communication between all staff.
7. Formally review the organizational chart and make recommendations of changes to the Board of Trustees for approval. Continually assess and recommend to the Board of Trustees the needed positions and staff to operate Jackson-Feild Homes.
8. Formally review the compensation and benefits offered by Jackson-Feild Homes as needed and recommend needed changes to the Board of Trustees in order to attract and retain a competent workforce.
9. Ensure that all staff are formally evaluated annually and informally evaluated as necessitated by the demands of the program. Ensure that staff are evaluated by their contribution or lack of contribution they are providing in that the students and the agency are reaching their goals and objectives. Approve salary increases for staff utilizing the compensation guidelines set by the Board of Trustees.

DEVELOPMENT

1. Lead fundraising efforts, including supporting the Board's involvement in fundraising, personally cultivating and soliciting donors, and supervising development staff and the implementation of fundraising plans and policies approved by the Board.
2. Coordinate the development and the implementation of all marketing and public relations activities for Jackson-Feild Homes.
3. Act as spokesperson for Jackson-Feild Homes to the media.

PROGRAMS

1. Coordinate the development, implementation, and refinement of family oriented programs for the residents of Jackson-Feild Homes.
2. Provide for the safety of residents in care by ensuring that Jackson-Feild Homes provides a therapeutic nurturing environment for all residents.
3. Provide oversight for the admission and discharge of children in the programs of Jackson-Feild Homes. Conduct formal weekly meetings in which all potential admissions are discussed. Conduct formal weekly meetings for discharge planning of children in care.
4. Interpret the programs of Jackson-Feild Homes to families, referring agencies, state and national child welfare agencies, and to the local community.
5. Ensure that all Jackson-Feild Homes' programs meet all licensing, regulatory, and accreditation requirements including, but not limited to, maintaining the confidentiality of resident information in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
6. Annually, formally review and assess all of Jackson-Feild Homes' programs and make changes and improvements when necessary.