HOMES FOR CHILDREN – BOOTHE CAMPUS DIRECTOR

Position Assignment

Title: Boothe Campus Director

Organizational Unit: Campus Ministries- Homes for Children

Recruited by: Vice President of Campus Ministries

Approved by: Executive Vice President of Ministry Operations

Working Relationships

Reports to: Vice President of Campus Ministries

Supervises: Boothe Campus Houseparent's, Director of Student Ministries, Director of Commissary, Library Coordinator and Homes for Children Administrative Assistant

Staff Team: Vice President of Campus Ministries, Director of Social Services, and all Homes for Children staff

Basic Functions

The Boothe Campus Director has the primary responsibility to direct the Boothe Campus Homes for Children program of STCH Ministries. This responsibility involves coordinating all relevant programs of STCH Ministries to ensure excellence in the delivery of service to children who are placed in care on the Boothe Campus.

Basic Responsibilities

1. To give direct assistance to the Vice President of Campus Ministries in the Boothe Campus childcare operation. The Boothe Director will act for and upon the counsel of the Vice President of Campus Ministries and assume assigned responsibilities during the Vice President's absence.
2. To be responsible for the supervision and evaluation of all personnel under the supervision of the Boothe Campus Director per the STCH Ministries Organizational Chart.
3. To be responsible for supervision and operation of Boothe campus at maximum student capacity.
4. To be responsible for handling incidents and discipline matters and maintaining incident reports for the Boothe Campus in coordination with the Director of Social Services.
5. To be responsible for scheduling Administrative "On Call".
6. To ensure compliance with all provisions of the contracts with CPS in coordination with the Vice President of Campus Ministries.
7. To work with the Vice President of Campus Ministries and Director of Social Services to ensure

that the Homes for Children program meets all agency standards, policies, and licensing requirements.

8. To maintain a cooperative working relationship with community agencies and other referral and funding sources.
9. To ensure that team efforts are being maximized in providing services.
10. To develop and implement an in-service training program for all staff within the department, in conjunction with the Vice President of Campus Ministries and other Department Directors.
11. To oversee the following training programs for all Boothe Campus Homes for Children staff: TBRI, First Aid, CPR, and CPI.
12. To assist the Vice President in the budget process, helping to anticipate expenses, and operating the Homes for Children program in accordance with the budget approved by the STCH Ministries Board of Directors.
13. To act as STCH Ministries liaison with the Pettus ISD Administration.
14. To ensure all residences and surrounding grounds are kept in an attractive manner in coordination with the Director of Maintenance.
15. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Boothe Campus Director.

_____ _____
Employee Signature Date

_____ _____
Employee Supervisor Signature Date