
HOMES FOR CHILDREN – DIRECTOR OF SOCIAL SERVICES

Position Assignment

Title: Homes for Children – Director of Social Services
Organizational Unit: Homes for Children
Recruited by: Vice President of Campus Ministries
Approved by: President and CEO

Working Relationships

Reports to: Vice President of Campus Ministries
Supervises: Caseworkers and Homes for Family Administrative Assistant, Social Services
Staff Team: Works closely with Vice President of Campus Ministries, Boothe Campus Director, and all Homes for Children staff

Basic Functions

The Director of Social Services plays an important role in the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). Works closely with the Boothe Campus Director to coordinate all areas that relate to the Boothe Campus. Supervises operation of the Homes for Children Social Services Department.

Basic Responsibilities

1. To supervise and evaluate all personnel in the Homes for Children Social Services department.
2. To direct the operations of the Homes for Children Social Services Department.
3. To evaluate and monitor the STCH Ministries HFC intake process expediting intakes while complying with DFPS State Standard requirements and guidelines.
4. To process, review and approve admission assessments, service plans, monthly summaries, and other documentation prepared by the caseworkers in a timely manner.
5. To act as the primary first point of contact on placement inquiries.
6. To assist Vice President of Campus Ministries and Boothe Campus Director in achieving the operation of Boothe campus at maximum student capacity.
7. To be responsible for contacting, connecting, monitoring, and visiting with key stakeholder regarding HFC programs and services. Working as a liaison between STCH Ministries and Placing

Position Description

South Texas Children's Home Ministries



- individuals, agencies, community and denominational organizations, STCH Ministries points of ministry, and other organizations in the area of program services.
8. To participate in Region 11 Child Placing Agency/Child Protective Services meetings as scheduled.
 9. To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops and conferences.
 10. To work with the Boothe Campus Director to maintain compliance with Minimum State Standards and take on responsibilities of Professional Level Service Provider.
 11. To assist the Boothe Campus Director, as needed, in handling incidents and discipline matters.
 12. To be included on the on-call rotation.
 13. To supervise the Visitation Sponsor Program.
 14. To coordinate the Family Aftercare program on Boothe Campus.
 15. To participate in organizing the periodic STCH Ministries' reunion events.
 16. To assist the Vice President in the budget process helping to anticipate expenses and operate the Homes for Children program in accordance with the budget approved by the STCH Ministries Board of Directors.
 17. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Director of Social Services.

Employee Signature

Date

Employee Supervisor Signature

Date