



Nome Community Center, Inc.

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JOB TITLE: Residential Child Care Director

NATURE OF WORK

The Residential Child Care Administrator (RCCA) is responsible for the operations of Nome Community Center's (NCC) Children's Home. This position requires an individual who is organized, compassionate, and good natured. Nome Children's Home is a therapeutic placement for kids ages 0-18 who have been removed from their homes. The RCCA hires, supervises, and schedules (as necessary) sufficient staff and volunteers to administer all aspects of the Children's Home program. The RCCA is responsible for the development of program reports as required by state, licensing, and Medicaid. The RCCA has the full cooperation and partnership of the Executive Director. The RCCA reports directly to the Executive Director.

RESPONSIBILITIES

- Ensures adequate staffing required for regulations and prepares staff calendar
- Facilitate active and ongoing communication with client's guardian and parents where appropriate
- Coordinate with social, educational, and behavioral entities to ensure proper medical, school, and counseling needs are met
- Coordinate client assessments with Behavioral Health Services
- Ensure all licensing and state regulations are met with regards to facility and documentation
- Understand and comply with all agency policy, procedures, plans, program requirements and protocol, and ensure staff compliance
- Participate in required agency trainings and meetings
- Ensure consumer confidentiality
- Active and current working knowledge of Behavioral Rehabilitation Services and Medicaid regulations
- Provides for and maintains records of staff training, orientation, and meetings as dictated by personnel policies and state regulations
- Ensure food regulations and services are followed and reports are timely
- Recruit and manage volunteers as necessary
- Ensure services are offered in accordance with safety policies and procedures
- Respond effectively to crisis situations

- Provide and communicate program direction to all stakeholders
- Provide monthly and quarterly reports to state grant administrators, as required
- Maintain positive working environment
- Maintain records for clients in files and online with AKAIMS

QUALIFICATIONS

In accordance with State of Alaska residential care licensing regulations, the RCCA must be at least twenty-one years of age. At a minimum, the RCCA of a residential child-care facility must have at least 60 semester hours of college credit or an Associate Degree in a human services field. College credits in management will substitute for 30 of the 60 required hours. A Bachelor of Science degree in social work, psychology, or other like human services field is preferred. In addition, an administrator of a residential child-care facility must have a minimum of four years of increasingly responsible supervisory and administrative experience in a child welfare agency or other setting that serves children, adolescents, or both. Experience as a mental health clinical associate or similar position is desired.

DESIRABLE QUALIFICATIONS

- Demonstrate the ability to work effectively with children/youth who have experienced trauma
- Demonstrate the ability to work effectively with families/parents who have experienced or caused trauma
- Demonstrate the ability to communicate effectively in English, both orally and in writing
- Ability to train and supervise staff
- Demonstrate an understanding and sensitivity to serving a culturally diverse/and or special needs population
- Demonstrate the ability to establish mental health treatment protocols for individual residents as dictated by a mental health clinician
- Demonstrate positive working relationships with partnering agencies
- Self-motivated with the ability to work independently and accept responsibility as assigned
- Ability to work with other staff, to meet the public, and to render service cordially
- Ability to perform sedentary work
- Ability to lift, pull, push and handle objects up to 50 pounds
- Must have a valid State of Alaska driver's license with driving clean record
- Must be able to pass a background check

WORKERS COMPENSATION CODE: 8842

SALARY AND BENEFITS:

SALARY: Exempt \$62,400.00

BENEFITS: Working in a positive office environment with a team-oriented attitude focused on positive

community impact, knowing you are making a positive difference in children's lives at a very difficult time, job skills and development of running a non-profit agency.

HOURS: FULL TIME

SUPERVISOR: Executive Director

CLOSING DATE: Until filled

Nome Community Center is an Equal Opportunity Employer.

Revised 12/8/22

Service to the people of the Bering Straits Region since 1910.