



Executive Director Job Description

Reports to:	Chief Executive Officer
FLSA Status:	Exempt
Hours per Week:	Up to 40 hours per week
Compensation:	Based on experience and background

Position Description: The Executive Director oversees the day to day activities of the organization ensuring GNB programs are in compliance with applicable laws and regulations.

Primary Job Duties:

- In cooperation with GNB internal and external stakeholders implements the vision and strategy of the organization
- Supports, trains and mentors staff to focus on client strengths and trauma informed care that leads to maximizing potential
- Oversees program planning, development and implementation
- Oversees and manages recruitment, retention, appraisal and discharge of personnel) to support optimal staff performance in cooperation with the Facility Managers and Operations Manager
- Guides new program development
- Provides supervision to program contractors
- Presides over staff training and improvement services and programs
- Encourages and supports staff involvement in identifying, recommending and implementing program changes
- Supports management staff in overseeing their programs and responsibilities, assuring they meet appropriate California Code of Regulations (including Labor, Department of Social Services and the Department of Probation, etc.)
- Provides a quarterly Executive Report to the GNB Board
- Collaboratively participates in the development of the GNB annual budget
- Implements GNB policies and procedures (financial, programmatic, outreach, fundraising, personnel, etc.)
- Participates in the annual self assessment of the organization which includes the analysis of performance indicators for business functions and service delivery (effectiveness of service, efficiency of services, access to services and satisfaction with services)
- Participates in the annual review the performance indicators related to the mission and core values of the organization, and quality improvement. Reviews progress quarterly
- Ensures the confidentiality of resident information and files

- Oversees the monitoring of personnel and client records for compliance with regulatory, statutory, and contracting requirements and standards. (e.g. Community Care Licensing, etc.)
- Oversees key markers for quality programming including mental health, substance abuse, behavioral and forensic best practices
- Utilizes a Risk Management and Evaluation Process to assess and address patterns of challenging behavior by staff and residents
- Designs corrective actions as needed based on quality assurance or risk management findings.
- Develops internal controls to reduce risks associated with residents and staff
- Supervises staff to ensure everyone meets their objectives and are focused on established benchmarks
- Works cooperatively with the Operations Manger, Accounting Coordinator, Case Manger and Quality Assurance & Compliance Officer to ensure best practices
- Communicates regularly with the Chief Executive Office on the meeting of key objectives
- Participates in the annual budget process

The job duties outlined in this job description in no way states or imply that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or the management of the agency.

Job Specifications

The Executive Director shall possess the following minimum qualifications:

- Bachelor's Degree in social services or business or related field; or 5 years experience in the management of a human services delivery system
- Good oral and written communication skills
- Experience developing programs and managing a budget
- Evidences good leadership and team building skills
- Strong level of influence and negotiation skills
- Ability to exercise effective judgment, sensitivity, creatively to changing needs and situations
- Demonstrated understanding of best practice protocols as they relate to residential youth programs, judicial involvement, behavioral and mental health challenges.
- Ability to provide effective supervision, lead a team and be a support to staff
- Have an understanding of developing and implementing strategy; strategic planning experience
- Strong organizational development, management, and planning skills
- Excellent written and oral communication skills that are effective with diverse stakeholders
- Experience managing complex, multiple projects
- Has current TB Clearance, certifications in First Aid/CPR, Valid California Drivers license, clean DMV printout and current registration and insurance
- Is able to pass a background check and has fingerprint clearances
- Exceptional organizing and prioritizing skills
- Political savvy, diplomacy, and negotiation skills

- Track record in recruiting, developing and retaining diverse staff
- Ability to represent GNB in a professional manner at all times
- Respects the cultural and logistic values of internal and external stakeholders including residents, their Circle of Support members, probation staff and community collaborators

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions
- **Customer Service** - Responds promptly to stakeholder needs; Solicits stakeholder feedback to improve service. Responds to requests for service and assistance; Meets commitments.
- **Teamwork** - Contributes to building a positive team spirit
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; follows best practices as it relates to social service
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks; Develops realistic action plans and timelines
- **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- **Innovation** - Generates suggestions for improving work; Develops innovative approaches and ideas

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is required to:

- Regularly talks or hears up to 8 hours a day;
- Regularly sit, type, and use the mouse up to 8 hours a day;
- Regularly sit and stand from chair up to 25 times a day
- Ability to lift up to 60 pounds (anything over 10 pounds requires the use of a weight belt)
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally stand, walk, use hands to finger, handle or feel, and reach with hands and arms;
- Kneel, crouch, squat, crawl, and twist upper body, grasp, and run, in order to perform essential duties of this position.
- Occasionally climb stairs
- Occasionally get in and out of car up to 6 or 7 times a day;
- Occasionally drive in dry and wet weather, usually during day light hours, but occasionally in the evening hours

Work Environment:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work indoors/outdoors in all types of weather conditions, dependent on resident and staff's needs.
- Work under conditions of possible assaultive behaviors of residents (including property destruction, gang involvement and AWOL).

Greater New Beginnings Youth Services is proud to be an equal opportunity employer. Employment, evaluations and wages are based on the qualifications of an applicant and her/his ability to perform the duties listed in this job description without regard to race, religious creed, gender, national origin, ancestry, disability, age, marital status, sexual orientation, medical condition or any other characteristic protected from discrimination by federal, state or local law. Program staff, consultants, and volunteers are screened according to internal and national standards and practices.

I agree to the above mentioned job duties and responsibilities and understand the duties for my position.

Print Name	Signature	Date