

## PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

### JOB DESCRIPTION – VICE PRESIDENT FOR PROGRAMS

**Date:** 12/090  
**Supercedes:** 1/00; 10/04; 03/07  
**Status:** Exempt/Salaried                      **DOL Classification:** Executive

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The Vice President for Programs reports to the President and Chief Executive Officer (CEO) of Presbyterian Children's Village Services (PCVS) and is responsible for the administration and supervision of all client services in the organization.

#### **I. ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is an explanation of the duties of the Vice President for Programs. It includes the major highlights of the requirements of the position. There should be a clear understanding that the duties outlined below are not all encompassing. Additional responsibilities may be assigned to the Vice President for Programs as required.

- A. Ensures the delivery of safe and quality services for care/services that comply with applicable law, regulation, licensing, funder and accreditation standards within the clinical framework of Sanctuary/Trauma Informed Care. This includes, but is not limited to, appropriate staffing of all client departments, development of clinical policies and departmental procedures and remaining abreast of changes (both theoretical and regulatory) in the field of child welfare/healthcare. This can be accomplished either through immediate involvement or subordinate supervision.
- B. Co-Chairs the Performance Improvement/Compliance-Ethics Committee to facilitate organization-wide, cross-departmental data management, performance improvement initiatives, and maintenance of compliance with internal and external standards and expectations. Collaborates with the Programs Directors(s) and the Performance Improvement/Human Resources Director to prepare for and respond to inspections and surveys.
- C. Services as ex-officio member of all PCVS committees and evidences participation through involvement or subordinate supervisions.
- D. Involves Programs and community stakeholders in strategic planning initiatives and attainment.
- E. Participates in the development of appropriate operating and capital budgetary and budget monitoring for efficient program management and appropriate resource support.
- F. Represents PCV Services by participating, as assigned by the CEO, in meetings and attending training sessions with parties external to the agency.

- G. Effectively utilizes PCVS' computer capabilities to monitor care metrics, and performance metrics for safe and quality care performance.

## **II. SUPERVISORY RESPONSIBILITIES**

- A. Supervises all Program Directors or leaders, and others as assigned. Programs include Residential Treatment, Semi-Independent Living, Outpatient Behavioral Health, PBC Foster and Kinship Care, Treatment Foster Care, Adoption, In-Home Protective Services, Alternative Response Services, Truancy Prevention and Intervention, Diversion Case Management, School Based Behavioral Health and Out of School Time programs, and those added or closed by the Board of Directors, either directly or through subordinate supervisors.
- B. Provides clear leadership to staff through regular meetings individual supervision, job performance reviews, ensuring training credentialing compliance of all staff, and the development and implementation of policy and department protocols consistent with PCVS: mission.

## **III. PROFESSIONALISM**

### **A. Interpersonal/Teamwork**

- 1. Maintains positive and professional relationships with colleagues, clients and their families, and stakeholders.
- 2. Contributes as an executive team member and actively collaborates with others to meet the mission and goals of PCVS.

### **B. Work Habits**

- 1. Knowledgeable and supportive of PCVS policies and procedures, including those in the Personnel Handbook, and implements them consistently.
- 2. Knowledgeable of laws, regulations, and standards pertinent to his/her work and demonstrates compliance.
- 3. Demonstrates integrity by striving for safe and effective service delivery, as well as accurate, timely and complete documentation.
- 4. Contributes to maintaining a 'Culture of Safety and Quality' for clients, colleagues and visitors.
- 5. Reports to work, as well as all meetings and appointments, in a timely manner.
- 6. Dresses appropriately and professionally based on scheduled activities of the given day. Strives to serve as a role model to staff and clients.

### **C. Professional Development**

- 1. Participates in Performance Improvement/Compliance-Ethics Program and strives to apply these principles in his/her work.
- 2. Participates in individual supervision as scheduled by supervisor.
- 3. Accepts and follows suggestions, directives, and requests to perform additional duties willingly and flexibly.
- 4. Consults his/her supervisor or others, as appropriate, for collaborative problem solving.
- 5. Exercises sound judgment, knowledge, and creativity in decision making.

6. Takes on personal development and building a learning environment.

**IV. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**A. Education, Training and Experience**

Master’s Degree. At least five years of progressive supervisory experience in a child welfare agency preferred.

**B. Certificates, Licenses, and Registrations**

L.S.W. required. Membership in a professional organization related to the field is encouraged.

**C. Ongoing Training and Credentialing**

Meets all ongoing requirements as identified by the agency Training Coordinator and the Human Resources Office.

**V. WORK ENVIRONMENT**

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

A. The Vice President for Programs will work indoors, outdoors, on campus and off campus with frequent stressful situations.

B. There is a 40 hour plus work week that includes occasional weekend and evening work.

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This certifies that I have received a copy of my job description. I have reviewed the **Vice President for Programs** job description with my supervisor or a representative from the Human Resources Office and I understand and accept the expectations and duties of my job as outlined in the job description.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee print name

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Supervisor or Human Resources Representative

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Date