

JOB DESCRIPTION: EXECUTIVE DIRECTOR

QUALIFICATIONS

1. Shall be a mature Christian who has a Biblical lifestyle and who is continuing to grow in his or her walk with the Lord
2. Shall have an advanced college degree (Master's level) from an accredited school of social work or a human services degree (Master's level) from an accredited school in a human services field
3. Shall have experience of at least three (3) to five (5) years (depending on academic degree) of experience specifically in social work administration or human services administration
4. Shall be able to work cooperatively with the Board of Directors and staff, showing good leadership skills yet the humility that is demonstrated by relying on God and by the ability to accept input from the board and staff
5. Shall have good conflict management skills, necessary skills for leading and supervising staff and growth, and expanding the mission of the Home
6. Shall have good financial management skills as demonstrated both in the management of his or her personal finances and that of the ministry
7. Shall have good public speaking and interpersonal skills
8. Shall have adequate/good writing skills
9. Shall have adequate/good technology skills
10. Shall have a heart for kids and their families, as well as for staff
11. The Executive Director shall hold the Biblical view that the salvation process includes faith, repentance, confession, and baptism by immersion; once hired, the candidate must attend a local Christian Church or Church of Christ.
12. Shall meet State standards for background check

RESPONSIBILITIES

1. Provide vision for the ministry
 - a. Under the supervision of the Board of Directors, provide vision for the ministry regarding how the ministry should grow to achieve greater impact for the Kingdom

- b. Maintain a working knowledge of significant developments and trends in the field of children's home ministry
 - c. Solicit and accept counsel from the board, staff, and other professionals
 - d. Respect authority when formulating and modifying the vision for the Home
2. Be a servant leader
 - a. Encourage staff by recognizing, celebrating, appreciating, and rewarding excellent work
 - b. Be available for crisis calls regarding care and treatment of children
 - c. Lead meetings for staff members.
 - d. Meet periodically with each Houseparent couple, Counselor/Caseworker, and School Administrator/Teacher for the purpose of encouragement and support
 - e. Plan and lead Kid Meetings involving houseparents, relief, and counselor; combining training and review of the progress of children
3. Oversee the preparation of the budget for all aspects of ministry and approve all expenditures over \$500
4. Set organizational precedent to be ministry-focused
 - a. Ensure that the ministry resources are used to serve the maximum number of children who can be served well
 - b. Ensure that the ministry meets and exceeds State licensing standards with regard to child care
 - c. Prepare state-required license renewal applications for each of the current and future homes and the agency license renewal application
 - d. Plan, implement, and evaluate both new and current ministry programs as approved by the board
5. Coordinate the work of the staff
 - a. Develop clear working procedures that assist the staff in working as a team for the benefit of the children and their parents. When necessary working procedures may be implemented until the next Board meeting when they may be changed or approved by the Board. Once approved by the Board they become policies and are added to the Rules and Regulations.
 - b. Assume responsibility for the education of the children in care, including New Life Academy
 - c. Encourage individual staff members who have conflict to work out differences on a one-to-one basis, but intervene to assist using Biblical principles
6. Recruit, hire, train, and supervise staff members to carry out the Home's ministry
 - a. Recruit and present to the Personnel Committee and Board for final approval excellent child care staff who meet the qualifications outlined in their respective job descriptions; positions may include but are not limited to houseparents, relief houseparents, Counselor/Caseworker, and School Administrator/Teacher, Financial Manager and Director of Promotions and Friendship Development.

- b. Ensure that staff are trained adequately for their positions and that they receive adequate in-service training
 - c. Address with staff any deficiencies in performance, give verbal and written warnings as necessary to ensure compliance, and as per Rules and Regulations recommend to the Board that an employee be dismissed
 - d. Participate in the promotion of the Home in coordination with the Director of Promotions and Friendship Development
 - e. Make approximately 35* Sunday presentations per year
 - f. Secure appointments with 3* non-supporting church bodies per year
 - g. Write, sign, and add personal notes to six monthly thank-you letters per year
 - h. Write all prayer newsletters for the ministry
 - i. In coordination with the Director of Promotions and Friendship Development, write some of the appeal letters.
- * These numbers can change either up or down at the yearly evaluation by the Board of Directors
7. Oversee the child care aspects of the ministry
 - a. In conjunction with the Counselor/Caseworker, review placement files
 - b. In conjunction with the Counselor/Caseworker, conduct placement interviews
 - c. Oversee the daily care of the children in residence
 - d. Assume responsibility for therapeutic aspects of the program, including counseling, therapeutic horsemanship, and interest group development and activities
 - e. Assume responsibility for the oversight and planning of special campus events and interest group fundraisers
 - f. Attend Family Development meetings as available and teach Family Development as needed
 - g. Read each child's daily logs
 - h. As available, attend six (6)-month reviews that include the biological parent/s, houseparents, relief houseparents, School Administrator/Teacher, and Counselor/Caseworker
 - i. Ensure and maintain confidentiality as needed
 8. Oversee maintenance on campus and at the Dyball Home, which may include but is not limited to seeing that the Home meets standards set by the fire marshal and the health department, maintenance of all buildings, homes, vehicles, equipment and grounds.
 9. Oversee the promotion of the Home
 10. Oversee the business and financial aspects of the Ministry
 11. Participate in, prepare for, and present a comprehensive report at each regularly scheduled board meeting.
 12. Facilitate the work of the board
 - a. Develop a good working relationship with the board
 - b. Keep the board informed of important aspects of the ministry; prepare a report summarizing ongoing work at each regularly scheduled board meeting

- c. Assist the board in recruiting new board members
- d. Prepare board agendas if requested by board president
- e. Be familiar with the board handbook and encourage its implementation

SUPERVISION

Shall be under the direct supervision of the Oblong Children's Home Board of Directors.

JOB DESCRIPTION
DIRECTOR OF PROMOTIONS AND FRIENDSHIP DEVELOPMENT

QUALIFICATIONS:

1. Shall be a mature Christian who has a Biblical lifestyle and who is continuing to grow in his or her walk with the Lord.
2. Shall have excellent speaking and writing skills.
3. Shall be a highly motivated individual, a self starter who can innovate. .
4. Shall have a certain amount of self-assurance to be coupled with humility.
5. Shall have very high level of integrity in personal and professional life that reflects positively on Christ and the ministry.
6. Shall hold to the Biblical view that the salvation process includes faith, repentance, confession, and baptism by immersion; once hired the candidate must attend a local Christian Church or Church of Christ.
7. Shall meet State Standards in regard to a background check.
8. Shall have good conflict management skills.
9. Shall be technologically competent and be familiar with and able to use multiple social media platforms to present the ministry.
10. Shall have a bachelors degree or equivalent experience.

RESPONSIBILITIES:

1. Have primary role in promotion of the Home including:
 - a. Make approximately 30 Sunday presentations per year*
 - b. Secure appointments with 12 non-supporting church bodies per year*
 - c. Schedule a minimum of 24 donor visit per year*
 - d. Conduct special fundraising events.
 - e. Write, sign and add personal notes to six monthly thank-you letters per year.
 - f. Apply for grants on behalf of the ministry
 - g. Maintain donor database
 - h. Create a quarterly news letter
 - i. Create “Stand-in-the-Gap” appeals
 - j. Create food appeals
 - k. Create seasonal appeals
 - l. Conduct TV and radio interviews
 - m. Maintain a social media presence and manage OCCH website

- n. Report regularly to the executive director on goals a, b, and c above
2. Be familiar with the needs and operation of the Home.
3. Keep the Executive Director advised of goals and itinerary for each week.
4. Know the children in care and their achievements. Report on the achievements of the children while observing confidentiality and propriety in making presentations.
5. Encourage individual donors, legacy gifts, and other involvement with the Home.
6. Develop a yearly promotional plan.
7. Be responsible for planning, and with the assistance of the Board and other volunteers, carry out fundraising events.
8. Share with the Executive Director responsibility for writing seasonal appeal letters and thank you letters.
9. Communicate the ministry of the Home to potential referral sources
10. Keep the board informed of important aspects of the ministry; prepare a report summarizing ongoing work at each regularly scheduled board meeting.
11. Assist the board in recruiting new board members

* These are the goals for the first year. The goals may be adjusted up or down at the yearly review in consultation with the Executive Director

SUPERVISION:

Under the direct supervision of the Executive Director.

JOB DESCRIPTION: SCHOOL ADMINISTRATOR/TEACHER

QUALIFICATIONS

1. Shall have at least a four-year college degree from a Bible college or university; a secondary school teaching certificate is preferred but not required
2. Shall be able to supervise students in at least mid- to upper-level English, history, math, and science
3. Shall be willing to work within the guidelines of an individualized instruction program such Alpha Omega's Ignitia yet have the ability to supplement the individualized program as needed to challenge the individual student
4. Shall be able to maintain order in the classroom
5. Shall be able to teach or recruit volunteers to teach electives such as home economics, life skills, speech, etc.
6. Shall be a role model of Christian conduct for students
7. Shall be an active member of Christian Church or Church of Christ (Independent)

RESPONSIBILITIES¹

1. Develop and implement an individually based program for residents
2. Be subject to training such as training in Alpha Omega's Ignitia or other homeschooling platform as recommended by the Education Committee
3. Encourage and challenge the students to do their best
4. Order supplies to meet students' needs
5. Maintain the school library and order appropriate books
6. Keep appropriate records of each young person's progress in order to facilitate transfer of the student to other schools or acceptance into college

¹ Responsibilities apply to a timeframe beginning Mid-August and running through Mid-May. The School Administrator/Teacher may occasionally be planning work, testing, or sending out records during the summer vacation time.

7. Meet with the Education Committee, as scheduled, to plan calendars, outings, electives, etc.
8. Meet with individual houseparents to discuss discipline problems and solutions
9. Meet with the houseparents, Counselor/Caseworker, and Executive Director-Child Care to discuss anticipated changes in a child's school, either moving a child out of New Life Academy or into New Life Academy
10. Attend kid meetings
11. Oversee the work of any classroom assistant
12. Work with the Education Committee to develop behavioral guidelines for classroom conduct to be approved by the Executive Director-Child Care and the Board of Directors
13. Ensure that the course of study meets Illinois Board of Education guidelines for high school graduation
14. Be responsible for cleaning the school
15. Schedule substitute teachers as needed
16. Prepare annual budget for the school

SUPERVISION

Shall be under the direct supervision of the Executive Director-Child Care

JOB DESCRIPTION: TEACHER'S AIDE

QUALIFICATIONS

1. Shall have ability to teach high school subjects
2. Experience teaching in a public or private school setting is desired, but not required
3. A degree in teaching is desired but not required
4. Shall be a good role model and conduct oneself using Christian values

RESPONSIBILITIES

1. Shall assist students as needed in subjects with which they experience difficulty
2. Shall encourage students to develop good study skills
3. Shall encourage students to study independently, not doing the work for the young person
4. Shall check home work as needed
5. Shall help to prepare students for tests
6. Shall encourage students to take an interest in learning
7. Shall communicate with School Administrator/Teacher regarding individual students' academic achievement
8. Shall conduct him or herself professionally in relationships with other staff members including houseparents, School Administrator/Teacher, Counselor/Caseworker, and Executive Director-Child Care
9. Shall be support the School Administrator/Teacher, which may include providing academic instruction.

SUPERVISION

Shall be under the supervision of the School Administrator/Teacher

