Title: Associate Vice President – Home and Community Based Services

FLSA Class: Exempt  EEO Category: First/Mid-Level Officials and Managers  WC Class: 8861

Job Title #: 499008  Salary Grade:  Purchase authority: IV

Date Approved: 2/7/2020

Purpose of Position

The Associate Vice President – Home and Community Based Services (HCBS) supports a team of professionals and provides day-to-day guidance to regional directors. The Associate Vice President works closely with the Vice President/Chief Program Officer (VP/CPO) of HCBS to develop new policies, adhere to and exceed quality outcomes and standards in all HCBS programs and streamline operational processes to ensure an exceptional level of services exists in all regions to all clients. This position maintains stewardship and promotes a healthy culture for clients and staff. This position reports to the VP/CPO – HCBS.

Major Duties (*Essential Element)

- Provides oversight of performance and outcomes for HCBS programs *
- Ensures program excellence, statewide consistency of processes and operations and exceptional customer service throughout all regions *
- Conducts meetings as needed, both internal and external, to accomplish duties *
- Promotes and ensures Great Circle’s Model of Care, Trauma Informed Services, the Great Circle Strategic Plan and Robust Process Improvement (RPI) are embedded throughout HCBS programming *
- Collaborates across programs to ensure a streamlined and effective continuum of care exists for all clients served by HCBS and Great Circle; existing and new programs *
Assists and/or lead Request for Proposal (RFP) projects, grant writing and works closely with the Directors and the Advancement team in the approved procurement of expansion opportunities *
Other duties as assigned for the betterment of Great Circle

Competencies

- **Leadership** - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- **Judgment** – ability to make thoughtful decisions in a timely and confident manner
- **Execution & Results** – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- **Customer Focus** – properly interacts with others, the ability to work independently or with a team, ethically minded
- **Motivation & Work Ethic** – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- Master’s Degree in Human Services or closely related field
- Eligible for provisional licensure (LMSW/PLPC) with a clearly defined timeline for completion
- Eight (8) plus years of experience within a social service agency or related field
- Five (5) years recognized leadership/management experience overseeing teams responsible for direct service delivery
- Experience surrounding budgetary items, fiscal management, creating budgets and ability to analyze metrics, data indicators and trends

Preferred Education and Experience

- Licensed Master Social Worker (LMSW) or Licensed Professional Counselor (LPC) (Licensed Clinical Social Worker - LCSW or LPC)
- Experience work with children and families in a trauma informed environment

Qualifications

- Strong interpersonal and communication skills
- Ability to effectively present information and respond to questions from groups of managers, staff, clients and stakeholders
- Possesses a current, valid MO driver’s license and meets the Great Circle requirements for driver’s insurance
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to use independent judgment and manage confidential information
- Ability to operate in a challenging, ever-changing, multidisciplinary team environment
• Self-motivated, organized and disciplined

Working Conditions

Office, home or community environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: __________________________

Employee signature: _____________________________ Date: __________