



Position Description

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| Title: Vice President of Residential Behavioral Health Services | | |
| FLSA Class: Exempt | EEO Category: Sr Management | WC Class: 8861 |
| Job Title #: 599101 | Salary Grade: | |
| Date Approved: 2/24/2017 | Purchasing Approval Level: V | |
| Revision Date: | Revision: | |

Purpose of Position

The Vice President of Residential Behavioral Health Services oversees the organization's daily operations and enhancing internal processes to help Great Circle grow and fulfill its mission. In concert with the CEO, the Vice President of Residential Behavioral Health Services ensures that these goals will be accomplished by developing short- and long-term strategies, ensuring that systems perform at an optimal level and by creating quality programs and services while decreasing costs and increasing revenues. Has responsibility for establishing and executing major goals and objectives for the organization. Position has direct responsibility for executing and managing the organization's operating plan and budget. This includes responsibility for the internal administration and supervision of the organization and for maintaining close relationships with business, regulatory and organizations as well as the press and other entities.

The Vice President oversees the large residential, autism, Intensive Outpatient and Partial Hospitalization Services as well as our Ranch program serving as the internal leader of the organization, allowing the CEO to focus on external strategic initiatives. The Vice President will lead, coach, develop, and retain Great Circle's high-performance senior management team with an emphasis on developing capacity in strategic analysis and planning and program budgeting.

The Vice President reports directly to the CEO and works closely with the CEO and other staff and board leaders to accomplish the job responsibilities and mission, vision and core values of Great Circle.

Major Duties (*Essential Element)

- Provide strategic and tactical business plans into residential treatment strategic and operational plans*
- Oversee Great Circle's residential contracts, ensuring a high level of service provision
- Build, maintain and facilitate Great Circle's high level relationships with key stakeholders that are relevant to programs*
- Oversee and provides accountability of the Residential and Autism Treatment Services Associate Vice Presidents to completing the essential functions of their positions and upholding the mission, vision and core values of Great Circle
- Participate as an active member of Great Circle's Executive Leadership Team
- Maintain a leadership role in Great Circle's Trauma Informed initiative and ensure residential treatment services are delivered in a trauma informed perspective.*
- Oversee the development of grant and RFP proposals
- Ensure the successful implementation of new programs and services
- Coordinates the annual operating plan and budget to ensure they support the strategic goals outlined in the organization's strategic plan.
- Ensure the CEO's vision is captured in the organization's strategic plan and operationalized through the annual planning process.
- Identify opportunities for Great Circle to leverages cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Lead the performance management process that measures and evaluates progress against goals for the organization.
- Work collaboratively with the CFO to facilitate the budgeting process, identify and implement cost-saving measures, pursue new business opportunities and monitoring financial performance.
- Identify geographic growth opportunities and priorities
- Implement new programmatic strategic initiatives.
- Provide coordination for Great Circle's senior management team.
- Cultivate the core values of Great Circle within the organization.
- Serve as a liaison with Great Circle's partners.
- Ensure facilities and technology are maintained and developed to the level needed to provide quality services to customers.
- Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- Develop and deploy a process management protocol.
- Ensuring that Great Circle's services are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.
- Ensure that all program activities operate consistently and ethically within the mission and values of Great Circle
- Monitors and evaluates the impact of industry trends on the overall business performance

- Responsible for establishing and maintaining effective communication and relations with donors, board of trustees, outside business interests etc.

Working Conditions

Office, residential or home working environment and computer work

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

Qualifications

Candidate must possess strong leadership, customer focus and interpersonal skills with the ability to manage, direct, lead and coordinate others. Possess solid organizational and analytical abilities that allow for multiple project leadership, mentoring and decision making. Candidate should have thorough knowledge of the industry and market conditions related to the organization. Possess excellent mediation and arbitration skills that allow for compromise and consensus building. Display a working knowledge and understanding of business support functions and their contributions including human resources, information technology, accounting, finance, etc. Possess the ability to apply logic to a wide range of abstract and practical problems faced in the context of business and to problem solve possible resolution and outcomes. Display a strong and demonstrated personal commitment to their professional development and growth. The candidate must have proven multi-project prioritization abilities along with exceptional reading, oral and written, analytical communication and persuasive skills and the ability to interact effectively with all levels of employees and management. Possess proven multi-project prioritization abilities as well as proficiency in Microsoft Office applications and the willingness to travel to connect with staff, clients and programs across the Missouri.

Required Education and Experience

The successful candidate will be a creative, strategic thinker who has the following experience and characteristics.

- Bachelor's Degree minimum requirement; Master's Degree preferred in nonprofit management, business, social work or a related field.
- At least 10 years progressive experience in nonprofit organizations working with programs and managing staff.
- Experience in leadership development with both volunteers and staff.
- Experience in planning and organizing operational and strategic planning processes.
- Knowledge of the child behavioral health field and human service delivery systems.
- Ability to manage multiple priorities in a complex, changing organizational structure.
- Excellent written and oral communications.
- Experience working successfully with a variety of people and personalities.
- Ability to build consensus.

Preferred Experience

- Missouri State Licensure (LCSW, LPC, etc.)
- Two or more years of experience in an administrative position in a residential, educational, autism or similar setting.
- Working knowledge of the impact of trauma on children and families and the associated treatment paradigms.