



## Position Description

Title: Vice President of Residential Behavioral Health Services		
FLSA Class: Exempt	EEO Category: Executive	WC Class:8861
Job Title #599101	Salary Grade:	Purchase authority: V
Date Approved: May 2, 2019		
Revision Date:	Job Class: Executive Leadership Team	
Revision	Licensure:	

### Purpose of Position

### Major Duties (\*Essential Element)

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 COO 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 a large multi sight residential program serving as an internal leader of the organization. Allowing the COO 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 COO and works closely with the COO and other staff and board leaders to accomplish the job responsibilities and mission, vision and core values 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 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 Education and Experience

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

## 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.

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

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

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_