

# **CHILDHAVEN, INC.**

## **JOB DESCRIPTION**

**TITLE:** Foster Care Program Director  
**FLSA STATUS:** Exempt - Professional  
**REPORTS TO:** CEO and Clinical Supervisor

### **GENERAL STATEMENT OF DUTIES:**

Responsible for the daily operations and strategic oversight of Childhaven's Therapeutic Foster Care (TFC) Program, ensuring compliance with Medicaid and state regulations while meeting organizational goals. Leads foster parent recruitment, retention, and training; supervises foster care staff; and supports children with emotional and behavioral needs through coordinated, therapeutic care.

### **PRIMARY DUTIES:**

#### **Leadership and Team Management**

1. Develop a growth-oriented team environment by providing training, supervision, motivation, and fostering cohesion among the foster care team.
2. Provide support and technical assistance to foster care staff.
3. Ensure sufficient staffing and training for home studies and certifications.
4. Train and supervise foster parents to ensure alignment with program standards and positive child outcomes.
5. Participate in on-call rotation and support the implementation of the program's on-call services.
6. Provide leadership in staff compliance with documentation, policy adherence, and procedural integrity.
7. Monitor and support staff in maintaining high levels of compliance with Medicaid, licensing, and internal standards.

#### **Recruitment, Retention and Training**

8. Collaborate with the Development team to design and execute recruitment strategies for foster parents.
9. Lead initiatives to retain foster parents through relationship building, development opportunities, and ongoing support.
10. Plan, coordinate, and lead events including recruitment drives, parent trainings, and recreational activities for children.
11. Train foster parents on key methodologies including Crisis Prevention Intervention, Nurtured Heart Approach, and Childhaven policies.

#### **Clinical Oversight and Compliance**

12. Partner with the Clinical Supervisor to ensure therapeutic recommendations are carried out in foster homes.
13. Oversee the development and implementation of treatment plans for children and families in TFC.
14. Monitor and ensure full compliance with Medicaid regulations and maintain program certifications.
15. Conduct file audits and track performance indicators for quality assurance.
16. Ensure accountability in achieving program outcomes, financial goals, and substantial regulatory compliance.
17. Participate in the Continuous Quality Improvement committee and lead updates to policies and procedures as needed.

#### **Community Relations and Collaboration**

18. Build and maintain positive working relationships with community agencies and referral sources.
19. Represent the program in public-facing capacities, including recruitment events, partnerships, and training engagements.
20. Promote successful client outcomes through collaboration with stakeholders from intake through discharge.

## **Program Development and Budget Management**

21. Manage the program's budget and ensure financial sustainability by balancing placements, income, and staffing ratios.
  22. Monitor and report on program performance to meet organizational goals.
  23. Identify and execute strategic initiatives to grow the foster care program.
  24. Follow CEO's directives and feedback and other duties as assigned.
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## **QUALIFICATIONS**

- **Education and Experience:**
  - Master's degree in Social Work (preferred), or a related field with required experience in casework services.
    - Minimum 2 years of experience with child placement agencies.
    - Minimum 3 years' experience in supervision, behavioral health, and child welfare systems.
- **Skills and Competencies**
  - Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental disability, sexual preference, and gender identity/expression.
  - Strong leadership, team-building, and supervisory skills.
    - Proven ability to train, motivate, supervise, and build effective teams.
  - Effective verbal and written communication skills.
  - Crisis management and de-escalation capabilities.
  - Experience with Medicaid regulations and quality assurance standards.
  - Public speaking skills.
    - Necessary for public interviews, events, training, etc.
  - Requires understanding of the sales pipeline, and/or willingness to learn.
  - Requires understanding of strategic contacts based on inquiry value and/or willingness to learn.
  - Proficiency in computer skills, including familiarity with Microsoft Office Suite and case management databases.
  - Knowledge of local community resources and social service delivery systems.
- **Additional Requirements**
  - Must pass local, state, and federal background checks (including fingerprints).
  - Abide by state licensing regulations and standards, and Childhaven policies and procedures.
  - Ability to respond to crisis within 60 minutes.
  - Valid driver's license with clean driving record.
  - High tolerance for documentation and administrative tasks.
  - 24 hours of additional training required annually.
    - Must obtain and maintain CPR/First Aid, Crisis Prevention Intervention (CPI) certification, Nurtured Heart Approach training and SAFE home study training.