

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 3/15/2022</b></p>	<p><b>PROGRAM DIRECTOR OF CHILDREN'S RESIDENTIAL</b></p> <p><b>Revised: 11/21/2022</b></p>
--	--

\* Denotes an Essential Function

**Title:** Program Director of Children's Residential

**Category:** AS3

**Code:** PD CR

**Education and Experience Requirements:** Master's degree in social work from an accredited school and independently licensed in the state of Maine as an LCSW or another full licensure. A minimum of five years post Master's combined clinical, supervisory and program management experience in residential mental health. Licensure must be maintained throughout the duration of employment with Spurwink in this role.

**Knowledge, Skills, and Abilities Necessary:** The Program Director will have the clinical and administrative experience and expertise to effectively manage all aspects of the clinical program and fiscal operations of residential programming.

**Duties and Responsibilities of the Position:**

- \* 1. Administer day-by-day operations of all children's residential services at the assigned Program's.
- \* 2. Monitor community needs and oversee responsive growth and expansion of children residential services.
- \* 3. Embody the Spurwink mission, vision and values in all aspects of leadership.
- \* 4. Promote a collaborative partnership and relationships with all Spurwink programs and departments and external partners and stakeholders to ensure the best outcomes for clients and staff in the Spurwink Children's Residential programs.
- \* 5. Demonstrate the CARE principles in fulfilling all job responsibilities and actively supports the integration of the CARE model in all programs and services.
- \* 6. Ensure all services are in compliance with legal, contractual and regulatory requirements.
- \* 7. Monitor and fiscally manage program budget to ensure that the program meets or exceeds all budget expectations and goals.
- \* 8. Ensure quality control and evaluation of all services offered in program.
- \* 9. In collaboration with the Human Resources Department, recruit, screen, hire and ensure completion of performance evaluations of program staff consistent with all required due dates.
- \* 10. Train and supervise supervisory staff.

- \* 11. Coordinate and participate in on-call functions.
- \* 12. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- 13. Other duties as deemed appropriate by the Vice President of Children's Residential and Education Services.

**Immediate Supervision:** Vice President of Children's Residential and Education Services.

**Immediate Subordinates:** Program Supervisors, Program Managers in Children's Residential Programs, and other staff positions as needed.

**Schedule of Employment:** Exempt.

**Remote Work:** Position is eligible for remote work.

**Other:** As an employee of Spurwink, the Program Director is expected to adhere to the policies and procedures of Spurwink. They must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Program Director may be exposed to blood or other infectious materials. Therefore, they will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date