

## BUCKHORN CHILDEN & FAMILY SERVICES

**JOB TITLE:** President/CEO

**LOCATION:** Buckhorn, KY

**REPORTS TO:**

Reports to the Board of Directors and works cooperatively with the Chair of the Board to maintain a strong working partnership with the Board

**LOCATION:**

BCFC Offices and the home of the President are located on the campus in Buckhorn, KY near Hazard in Perry County. See this website: [www.buckhorn.org](http://www.buckhorn.org)

**OUR ORGANIZATION:**

Buckhorn Children & Family Services provides residential, foster care, and adoption services to abused and neglected children, to assure they will mature in a thriving environment and be prepared to live independently at adulthood.

The mission of Buckhorn Children & Family Services is to provide a sanctuary of health, healing, and hope for at-risk children, youth, and families.

As professionals and concerned citizens, we strive to provide competent, caring treatment, education, and advocacy services to Kentucky's most at-risk kids. Our campus communities are dedicated to serving kids and strengthening families as they work to overcome a variety of life crises, including chronic and severe abuse and neglect.

Located in the scenic Appalachian Mountains of eastern Kentucky, our residential campuses in Buckhorn and Pine Ridge offer secure, compassionate, and therapeutic communities to our kids. Here they will know that they are someplace safe, different, and special.

**THE ROLE OF THE PRESIDENT/CEO:**

Responsible for the overall administration and operation of this multi-site Agency. Reports to a Board of Directors and provides both leadership and supervision to Executive Management Team. Sets direction, prepares budgets, establishes plans, directs senior staff and monitors performance to assure goals are reached. Assures Agency is in compliance with local, state, and federal regulations, and Agency remains focused on its mission.

Supervises direct reports of: Chief Operations Officer, Chief Program Officer, Chief Clinical Officer, Human Resources Generalist, and Director of Compliance.

**THE ESSENTIAL FUNCTIONS**

- 1. Provides Visionary Leadership**
  - a. Recruits potential board members
  - b. Shares the vision and mission of BCFS
  - c. Maintains relationships with state and other agencies
  - d. Trains new board members
  - e. Sets an example of being mission-driven

- f. Promotes good planning
- g. Sets high standards for quality service
- h. Shares critical information with Board so that informed decisions can be made
- i. Represents the Agency at local, state and national levels
- j. Represents the Agency among community of faith groups
- k. Earns respect at the local, state and national levels
- l. Advocates for children
- m. Assists Board in the development of the mission
- n. Formulates vision for Agency's future
- o. Anticipates trends
- p. Establishes motivating atmosphere
- q. Maintains commitment to the mission
- r. Analyzes systems (child welfare, juvenile justice, etc.)

**2. Provides Agency Direction**

- a. Conducts both periodic and on-going needs assessment
- b. Secures staff and board involvement in setting goals and objectives
- c. Implements agency plans
- d. Reacts to frequent changes from the system that promotes a positive response
- e. Evaluates agency plans
- f. Modifies agency plans
- g. Reassesses agency direction
- h. Implements policies and procedures as outlined in the Agency, State, Federal, CARF and any other governing procedures
- i. Provides community education

**3. Manages Fiscal Operations**

- a. Involves staff and Board in development of agency budgets
- b. Sets financial priorities
- c. Determines revenue sources
- d. Manages various financial streams
- e. Insures maintenance of financial data system
- f. Works with finance committee to secure the annual audit
- g. Monitors agency budget
- h. Interprets financial data for Board and staff

**4. Generates Revenue**

- a. Involves Board and Staff to secure resources
- b. Raises funds

**5. Promotes Staff Development**

- a. Ensures staffing plans are developed
- b. Works with specialized personnel
- c. Implements personnel discipline as needed
- d. Mediates personnel disputes
- e. Resolves personnel issues
- f. Facilitates team meetings
- g. Coaches employees
- h. Provides on-going feedback on employee performance

- i. Conducts employee performance appraisals
- 6. Manages Agency Assets**
- a. Assesses property needs
  - b. Insures for maintenance and protection of agency property
  - c. Implements capital improvements
  - d. Develops and expands endowments
- 7. Oversees/Manages Organizational Activities**
- a. Involves Board and Staff in the establishment of agency priorities
  - b. Establishes organizational chart
  - c. Establishes communication lines
  - d. Develops agency policy and procedures
  - e. Writes position descriptions
  - f. Delegates responsibility
  - g. Collaborates with other agencies when appropriate
  - h. Responds to regulatory organization (OIG, Accreditation, Inspectors, etc.)
  - i. Maintains agency calendar
  - j. Manages crisis situations
  - k. Establishes performance standards
- 8. Provides Quality Assurance**
- a. Assists evaluation team(s)
  - b. Maintains data system
  - c. Evaluates program data
  - d. Responds to external organizations
  - e. Reports progress to Board and public
  - f. Writes corrective plan
  - g. Manages grievance procedures
  - h. Develops valid outcome procedures
  - i. Develops valid evaluation criteria (utilizes benchmark program standards)
- 9. Manages Marketing & Public Relations**
- a. Serves as chief spokesperson for agency
  - b. Speaks with media in time of crisis
  - c. Builds relationships with members of media
  - d. Publishes comments in media regarding suffering children and families
  - e. Oversees all PR efforts on behalf of BCFS and BCF
- 10. Pursues Personal and Professional Development**
- a. Participates in internal training
  - b. Attends job-related workshops/seminars
  - c. Assists in new employee orientation
  - d. Actively develops personal individual and group listening skills
  - e. Makes presentations at regional and national conferences

**EDUCATION AND EXPERIENCE REQUIRED:**

Master's Degree in business administration or a human services field with a minimum of two years experience in or management of a human services program related to working with families and children, or a bachelor's degree in a human services field with a minimum of four years experience in management of a human services program related to working with families and children.

A combination of education and experience may be substituted to meet the minimum requirements unless to do so would be inconsistent with the requirements of the organizations that license, regulate or accredit the Agency. Able to obtain driver's license in the Commonwealth of Kentucky.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. The incumbent must be able to pass any required drug test. Background investigation required.

Submit resume and other credentials to: [nancycombs@aol.com](mailto:nancycombs@aol.com)