



CHIEF OPERATIONS MANAGER NEW WILMINGTON, PA

ABOUT US:

The Bair Foundation is a non-profit, social service ministry looking to recruit candidates who have a passion for serving families and children and who exhibit our core values of Caring, Helping, Dedication and Teamwork. If this sounds like you, we look forward to viewing your application!

BENEFITS:

- Generous Holiday and PTO benefits
- Medical, Dental, Vision
- Flexible Scheduling
- Mileage Reimbursement
- 401K Traditional and ROTH
- Training and Educational Assistance
- Eligible employer for the Public Service Loan Forgiveness (PSLF) program

**The Bair
Foundation**
Child & Family Ministries

  **bair.org**

To learn more details or to apply,
please visit our website at
www.bair.org/careers

The Bair Foundation is an EOE.

ESSENTIAL FUNCTIONS:

- Assures the implementation of programs, regulations, and Christian Family Services Management Corporation (CFSMC) policies and procedures for all offices supervised.
- Assures program intake goals are met.
- Provides direct supervision to Vice Presidents, State Directors and an Administrative Assistant. Assists with the preparation of annual budgets for offices supervised.
- Oversight of Risk Management by receiving monthly summary from state directors or vice presidents which identifies and analyzes the nature, severity and frequency of risks. Also receives immediate notification of restraints.
- Required to submit quarterly Risk Management report to The Board of Directors.
- Keeps apprised of legislative activity and financial environment to make recommendations to the Executive Director.
- May develop new offices or assist in the development of new offices.
- Participates actively in child advocacy.
- Has the responsibility for HIPAA compliance. Monitors records and clinical functions for conformity to regulations. Coordinates with the HIPAA officer to ensure compliance.
- Must become proficient in The Bair Foundation's treatment model (SITFC®).

JOB QUALIFICATIONS:

- LCSW, LMFT, or LPC or independent license preferred but not required.
- Master's Degree in Social Work or a related field.
- Five years of experience in child welfare.
- Two years of supervisory experience managing multiple programs and locations.
- Knowledge of regulations and laws applicable to private youth agencies.
- Must be available to travel to designated states/offices.