

Title: Large Center Child Care Director	Reports to: Executive Director	Pay Status: FT/Exempt
Department/Program: Zach's Place		

Scope:

To provide the leadership for the program, with the goal of achieving the mission of Zach's Place Respite Center and the goals of the organization, promoting safety of children and stability of families. Responsible for the direct supervision of the management staff, and the indirect supervision of support and other staff. Position is under the direct supervision of the Executive Director.

Duties:

- Implement the organization's policies and procedures regarding the agency's operations and those of the program operations of Zach's Place Center.
- Ensure the implementation of the local, State and Federal regulations that includes the Colorado DHS general rules, Quality Standards and Large Center standards for Child Care; Health Care Policy and Finance, Division for Intellectual and Developmental Disabilities, and the Department of Public Health and Environment.
- Promote the expansion of the program in serving clients, and in developing services that responds to the evolving needs of the clients by providing a stable program.
- Work with the Executive Director and Zach's Place management in defining and developing the program's management policies and procedures; and implementing the compliance of policies and procedures by the staff.
- Work with the Human Resource Department in the recruitment of qualified staff and in the ongoing evaluation of the staff, and collaborate to implement the HR personnel policies and procedures.
- Work with the agency administrative staff and the Executive Director in the oversight of the program's budget, being solution focused in balancing the budget. This includes implementing and monitoring the financial aid opportunities for participants.
- Create and implement an annual training plan, identify the training needs of staff, schedule training sessions, and set a program climate that enables staff to meet those training requirement expectations.
- Oversee the transportation program needs and address it accordingly.
- Prepare and submit reports in a timely manner, meeting the time frames for the Executive Director, other management administrators and the Board of Directors with regards to statistics, outcomes, intake information, and billing.

- Promote and build collaborative relationships with the local and State Human Service committees, Alliance for Kids, organizations and coalitions connected or potentially connected to Zach's Place, have awareness and report any changes that could affect the program.
- Oversee and coordinate the intake process with clients, with the goal of growing the program.
- Utilize positive solution focused techniques with staff to build and maintain effective relationships with families – promoting and encouraging families to participate in activities and events that assist in building a strong support system for them.
- Implement regular staff meetings and encourage communication as a team with the staff.
- Oversee the child files, personnel files and other necessary documents having regular auditing of the files and a plan for getting non-compliance into compliance.
- Work with the Executive Director and the grant development and fundraising staff to identify and engage program opportunities and development.
- Assess the safety issues and work with the management team for the resolution of any maintenance/grounds repair, ensuring correction of problems in a timely manner; as well as any other safety issues.
- Ensure that response with timeliness and proper reporting is occurring per agency, State and Federal regulation of incidents, including reporting concerning incidents to the Executive Director and report during management meetings. Ensure that trending of reports is documented and discussed during agency management meetings.
- Facilitate the marketing needs of the program by assuring attendance at resource fairs, events and projects; and working with the marketing and fundraising staff and the Executive Director
- Work with the Program management staff for any on-call needs.
- Work with the Program management staff in the planning, coordinating and implementation of youth goals, outcome measurements, and meeting quality daily programming and meaningful developmental curriculum.
- Provide the nursing services of the program that adhere to the standards of CDHS child care, Health Care Policy and Finance and Colorado Public Health and Environment.
- Oversee the nutritional needs of the program, training and delegating staff as needed thus ensuring that all youth have a developmentally appropriate menu. Post the menu and ensure that food supplies are available and ordered, if needed.
- Implement and maintain the facility checklists for upkeep, fire drills, and other emergency program drills, as directed by the Program Director.
- Act as the Quality Assurance reviewer, ensuring client records, personnel records, program and facility requirements are implemented and regularly documented. Will address needed corrections on a timely basis.

- Attend and participate in the organization management meetings.
- Maintain position training and credentialing requirements.
- Miscellaneous duties as requested.

Qualifications:

- Prefer bachelor's degree in a human service or related field, or early childhood education.
- Must have the qualifications of large day care center or be able to be approved by CDHS.
- Must have a minimum of one year applicable experience providing direct care to children, especially children with disabilities.
- Obtain a physical and complete a medical form as required per State of CO. TB test if needed.
- Valid driver's license, current automobile insurance, and good driving record per SKSF standards.
- Must be able to lift and transfer up to 50 lbs., and be able to stand for long periods and move quickly.
- Prefer 4 years of supervisory experience.