

Job Description

Title: Assistant Director	Reports to: Large Center Child Care Director	Pay Status: Exempt
Department/Program: Zach's Place	Interviewer:	Interview Date:

Scope:

This position works with the Program Director and other leadership staff as a team to achieve the mission of Zach's Place at the Laurie Hillyard Family Center. This position helps to provide a safe, healthy, and enriching learning environment for children and young adults served through the program. Works closely with the Director in the daily operations and supervision of the Center; and will assist with staff supervision as delegated to meet the licensing requirements. This is a full time position working directly under the Program Director.

Duties:

- Work with the Program leadership to implement the organization's policies and procedures regarding the agency's operations and those of the program operations.
- 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 respond to the evolving needs of the clients by providing a stable program.
- Work with the Program Director and the Executive Director and the program management staff in defining and developing the program 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 Program Director, Executive Director and the Administration Finance Department in the review and oversight of the program's budget, being solution focused in balancing the budget. This includes implementing and monitoring the financial aid opportunities for participants.
- Prepare and submit reports in a timely basis for the Program Director, other administrative manager's requests regarding program statistics, outcomes, client goal achievement and intake information.
- Promote and build collaborative relationships with the local and State Human Services committees, Alliance for Kids, organizations and coalitions connected to Zach's Place, have awareness and report any changes that could affect the program.
- Assist the Program Director in the referrals, the referral process and 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.
- Continually assess safety issues and work with the management team for the resolution of any maintenance/grounds repair needs, ensuring correction of problems in a timely manner; as well as any other safety issues.
- Facilitate the marketing of the program by assuring attendance at resource fairs, events and projects; and working with the marketing, fundraising staff and Executive Director.
- Work with the Program Director and program management for any on-call needs.
- Responsible for the processing and tracking of incident reports; and creating a monthly trend report.
- Responsible for the review of the daily client sheets for thoroughness and accuracy.
- Oversee and assist in the completion of the grant requirements and provide the needed documentation to the Program Director and the Executive Director
- Assist in the Program Director in identifying and helping to develop grant proposals and opportunities.
- Responsible for the completion of the weekly program billing and submitting it on a timely basis to the admin finance department with oversight from the Program Director.
- Assist the Director in the planning, coordinating and implementing of youth activity, including socialization nights, summer and break activities, social play groups, and monthly and daily recreation calendars.

- Assist in implementing the daily needs of the participants and implementing the goals of the youth as determined by the individual plan.
- Work as a team to develop daily, weekly and monthly curriculum for youth who attend the program, with this position taking the lead for the early childhood curriculum, school age, adolescent and young adult needs.
- Attend required staff meetings.
- Attend management meetings as delegated by Program Director
- Provide direct care as needed, including the transportation of children.
- Maintain position training and credentialing requirements.
- Other Duties as assigned.

Minimum Qualifications:

- Prefer bachelor's or master's degree with major emphasis in Child Development
- Able to meet the Director Qualifications as outlined in the CDHS Child Care Center Rules and Regs.
- Prefer a minimum of one year application experience providing direct care to the population with disabilities.
- Current TB test, CPR, First Aid, Universal Precautions , current Physical as required per State of Colorado
- Valid driver's license, current automobile insurance, and good driving record per SKSF standards.
- Prefer 2 years of supervisory experience
- Must be able to lift and transfer up to 50 lbs. and be able to stand for long periods of time and move quickly.