

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

Chief Operating Officer

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

Directs, administers, and coordinates the internal operational activities of the organization in accordance with policies, goals, and objectives established by the President/Chief Executive Officer and the Board of Trustees. Leads and directs the following functions and/or business units: foster care services, independent living, operations, human resources, information systems, facilities, new business coordination, child development center, support services and quality assurance. Assists the CEO in the development of organization policies and goals that cover operations, personnel, financial performance, and growth of the functions and/or business units mentioned above. It requires knowledge and skills in administration, supervision, employment law, risk management, organizational behavior, systemic assessment, auditing compliance relative to regulations, training design and facilitation, program development and employee relations. The Chief Operating Officer reports directly to the President/Chief Executive Officer.

EDUCATION AND/OR EXPERIENCE

- **A Master's Degree in Business Administration preferred with a strong background in Human Resources.**
- Bachelor's Degree from an accredited college in one of the behavioral sciences.

QUALIFICATIONS

- At least two years practice with a non-profit institution.
- Must have five years' experience in the field of child welfare or in residential group care.
- Should possess a thorough knowledge of Human Resources law and practices, residential group child care quality standards, laws pertaining to group child care, budget management, personnel management, training and supervision of personnel, information technology, and quality assurance.
- Must have a minimum of five years supervisory experience.
- Must have the ability to speak and write effectively and an ability to meet people easily.
- Must possess abilities to inspire trust and to develop and maintain a high level of morale among staff and children and the ability to recommend and implement approved policies and procedures.
- This person should be a child and employee advocate and must have an attitude compatible with the mission and religious purpose of the Florida United Methodist Children's Home.
- Sensitivity to the service population's cultural and socioeconomic characteristics.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees the daily operations of the Foster Care, Independent Living, Human Resources, Information Technology, Facilities, Operations, Child Development Center, Support Services and Quality Assurance Departments.
- Reviews Continuous Quality Improvement for children's care to ensure quality planning and licensing/accreditation and contract standards are upheld.
- Makes recommendations to the President/CEO on policies, procedures & methods to maintain and improve the programs in keeping with strategic goals and aims of the organization.
- Assists the President in a capital building program. Coordinates the planning of new physical structures or modification of present buildings, and reviews architectural plans for conformity to current group child care standards and operating efficiency.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- Directs the development and establishment of adequate and equitable personnel policies throughout the organization, including compensation policies and employee benefit plans. Insures that the interests and welfare of employees as individuals are preserved and protected. Works with Human Resources to ensure the organization meets its staffing needs, including developing plans to maximize volunteer help.
- In collaboration with the CEO and CFO, prepares the annual operations plan and budget.
- Defines the projects the organization can pursue, making more effective decisions regarding the operations of different departments.
- Prepares, recommends, and presents an annual budget related to staff or departments under his/her supervision to the President for consideration by the Board of Trustees.
- Works with individual department heads to monitor their work, not only ensuring each function stays on track to meet its goals, but also making sure each department understands its role in relation to the other departments and the organization mission.
- Coordinates or compiles all necessary reports for the approval by the President prior to submission.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the Independent Living Director, Foster Care Services Director, Child Care Director, Support Services Director, Human Resources Director, Information Technology Director, Facilities Director, Quality Assurance Director and Maintenance Director.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

To apply: e-mail resume to jobs@fumch.org, or Fax to (386) 668-3363, Attn: Human Resources.

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