

JOB POSTING

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

Madison Youth Ranch Administrator

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

Consistent with the mission, core values and holistic care philosophy of the Florida United Methodist Children's Home, the Madison Youth Ranch (MYR) Administrator is responsible for the day-to-day oversight of MYR administrative, programmatic and community relations areas of service. These include, but not limited to activities such as building strong community, church and business relationships, networking with lead agency partners, participation in the annual budget preparation, and working with the Development department to actively support fund raising efforts. The MYR Administrator reports to the Chief Operating Officer (COO) and is a member of the Leadership Team.

EDUCATION AND/OR EXPERIENCE

- Masters degree in a Human Services or related field from a nationally accredited college or university.
- LCSW, LMHC or LMFT preferred.

QUALIFICATIONS

- Experience in a Residential Group Treatment facility or related setting preferred, with increased levels of responsibility including supervisory and/or management.
- A minimum of 5 years in a social service setting with at least 3 years in an administrative or supervisory capacity required.
- Strong knowledge of Medicaid/Managed Care regulations.
- Strong background in program and staff development.
- Possess demonstrated ability to build strong teams that operate in a collaborative and highly professional manner.
- Understands and adheres to HIPAA requirements relating to confidentiality and the protection of client records.
- Experience with public speaking and communicating with diverse groups.
- Excellent written and verbal communication skills.
- Experience in budget development and financial management.
- Must have knowledge of best practice and regulatory compliance standards of the Agency for Health Care Administration (AHCA), Department of Children and Families (DCF), Medicaid, Florida statutes, Council on Accreditation (COA), Educational Assessment Guidelines Leading toward Excellence (EAGLE) and other licensing bodies.
- Must be able to work within the philosophy of services to children and families consistent with the ministry and goals of the Florida United Methodist Children's Home.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responsible for the operations, planning, development and implementation of programs for MYR.
- Ensures that MYR facilities and grounds are well maintained and in compliance with licensing and regulatory compliance.

JOB POSTING

- Oversee all MYR clinical processes to ensure continual compliance with DCF, COA, EAGLE, AHCA and other licensing and regulatory bodies.
- Oversee all MYR service processes for performance quality improvement to meet/exceed industry best practice standards.
- Maintains an open line of communication with all staff.
- Serves as the head of the MYR Leadership Team and directs its efforts on behalf of the residents and program development of the Ranch.
- Manages and cultivates strong professional relationship with lead agencies and local governmental entities, including, but limited to, the Madison County Sheriff's Department, Madison County Public Schools, and DCF.
- Develops, monitors and manages all aspects of the Madison Youth Ranch budget.
- Coordinates with Finance the development of financial operations and business accounts with local banks and businesses.
- In consultation with the Vice President of Residential Services, will identify specific training needs and assist with the design of focused training to ensure all direct care staff have the skills necessary to provide exceptional care for residents.
- With the assistance of the Clinical Lead Therapist, will help to create living environments which residents evaluate positively.
- From an administrative perspective, actively participate in multidisciplinary staffing's and communicate fully regarding the delivery of services to residents, each resident's progress and conditions in the cottage, the impact of program operations on treatment, and the adherence to program standards/treatment plan.
- Will ensure that direct care staff have the resources necessary to fully implement all personalized interventions indicated in each resident's treatment plan.
- Coordinates with Development processes for involvement of constituents in support of MYR.
- Oversees and ensures compliance with FUMCH policies, procedures and rules, accreditation, licensing, and contract standards.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility for the Assistant Administrator/Clinical Lead, Community Relations and Support Coordinator, and the Director of Facilities (MYR).

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.