



Job Title:	Vice President Children's Service	FLSA:	Exempt
Department/Group:	Clinical/Administration	Reports To:	President/CEO
Location:	Maysville	Travel Required:	Yes
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Directly/Indirectly supervise children's services staff including: program coordinators for school based services, Hifi Wrap Around (Impact case management), Regional Prevention Program, Point of Entry, Community Support Associates, and any other programs assigned. • Serves on the Leadership Team as the children's services representative. • Reports directly to the CEO keeping them apprised of all issues related to child programs and services. • Represents the agency in local and state issues related to children and children's services including serving as the internal and external representative and advocate for organizations programs and services • Responsible for securing and utilizing needs assessments to identify needed services, preparing applications and proposals to secure funding for services, and assisting in implementation of funded programs including writing grants for • Works with other responsible staff within the agency to enhance and implement services for children, providing leadership to a regional interagency children's group, serving as liaison to other agencies, schools, courts, etc., to facilitate services to children. • Provides clinical services to a limited child caseload of no more than 8-10 hours per week based on needs of the agency. • Provides programmatic consultation on behalf of children to agency staff, and other community providers including arranging for in-service educational opportunities. • Completes appropriate administrative and programmatic paperwork. • Provides oversight for state contracts, grants, and funding to the children's department including seeking and writing for local, state, and federal grants in conjunction with the CEO. • Serves as a liaison with the state DBHDID around children's services, funding, reporting, etc. • Other duties as assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Master's degree in Human Services related area with demonstrated knowledge and expertise related to children's issues and clinical behavioral health services • Appropriate licensure required 			



- A minimum of five years supervisory experience desired with experience supervising staff at multiple levels of responsibility
- Demonstrated knowledge and ability in areas of interpersonal relations, needs assessment, planning, and program development.
- Ability to organize thoughts in a logical and clear manner and communicate well both verbally and in writing.
- Experience in providing clinical services to children and their families.
- Experience developing and supervising clinical services and programs for children.
- Ability to be a productive member of an organizational leadership team and to serve as the child program expert.
- Proficient in diplomacy, professional communication internal and external to the organization

Supervisory Requirements:

- Proficient in clinical and administrative supervision for staff

Special Requirements

- Must reside in region.
- Possess valid driver's license and safe driving record.

Reviewed By:	Human Resource	Date:	
Approved By:	President/CEO	Date:	
Employee Signature:			
Last Updated By:	09/2020		