

St. John's Community Care Executive Director Job Description

The mission of St. John's Community Care is to make a positive difference in the lives of people challenged by aging or disabilities. We accomplish this by providing dependable and compassionate support through direct care, advocacy, education, and outreach to individuals living in the Metro-East community. We live the vision of Christ and His love for all people through our actions and words.

TITLE: EXECUTIVE DIRECTOR

Summary:

The Executive Director drives the strategic vision of the organization, oversees financial stability and is responsible for all operational facets. The director is the face and voice of St. John's Community Care and must assure all activities are conducted within the scope of the organization's mission and in compliance with the policies of St. John United Church of Christ. The Executive Director reports to the Healing Community Board of St. John UCC, but may also receive direction from the pastors or Council President. The Healing Community Board is appointed by and responsible to the St. John UCC Council.

Work Schedule:

The position of Executive Director is a full-time, salaried position. In addition to routine office hours, the Executive Director is expected to be available when needed outside normal business hours for Board meetings; presentations to church, civic, or professional groups; special events related to programs managed; and emergency coverage of program needs.

Responsibilities:

Fulfillment of Mission – assure that high quality services are available to everyone, provided competently, compassionately, and dependably, as befitting a Christian outreach ministry.

- **Financial Sustainability/Stability Oversight–**
 - Ensure sound fiscal budget/controls are in place; provide the Board with regular financial reports
 - Advise Board of funding issues (cash flow, net losses, etc.) in a timely manner and work with the Board to devise strategies to address issues.
 - Assure that client fees are billed accurately and in a timely manner and that outstanding billing is addressed.
 - Work with Board to develop and expand donor base, including nurturing current donors and recruiting new donors.
 - Assure donations are acknowledged promptly and appropriately
 - Seek grant funding as appropriate
 - Government entities
 - Private foundations
 - United Way
 - AgeSmart Community Resources Area Agency on Aging

- **Recruitment and Supervision of Staff** – This position has ultimate responsibility for

- Recruiting, hiring, supervising, disciplining, and terminating all employees.
- Developing, implementing and assuring adherence to personnel policies and employment laws
- Assuring adequate orientation, training, and supervision to equip staff members to provide appropriate, compassionate care and support to both clients and family caregivers
- **Maintaining Relationships Within St. John UCC** – including Healing Community Board, Church Council, Pastors, and the congregation at large
 - Develop and maintain effective communication, both routine and relating to significant changes or challenges encountered
 - Assure policies and procedures are followed for committing to contracts, making purchases, accepting grants, and other actions which have the potential to impact the ministry and congregation.
- **Representing the Outreach Ministry in the Community** – including donors and payment sources (individuals, foundations, United Way, government); other churches; civic organizations; media
 - Public speaking to promote and explain the ministry
 - Develop and deepen positive relationships with other aging services providers
 - Assuring timely responses to requests and deadlines
 - Networking
- **Assuring Reporting and Licensing Requirements are met** – including
 - Annual audit and filing of IRS 990
 - Annual updates and renewal of federal System for Award Management (SAM) and Illinois Grant Accountability and Transparency Act (GATA) registrations and reporting
 - IL Dept. on Aging certification for provision of Adult Day Services to Community Care Program clients
 - IL Div. of Rehabilitation Services contract for provision of Adult Day Services to their clients
 - Veterans Administration agreements for provision of Adult Day Services
 - Managed Care Organization agreements
 - Funders (United Way, Madison County Mental Health Board, AgeSmart Community Resources, private foundations)

Qualifications/Abilities:

- Requires excellent organizational and interpersonal skills, as the Executive Director must deal with employees, clients who may be confused, families and individuals under stress, donors, volunteers, the congregation, funding organizations, other service providers and organizations, and the community at large.
- Ability to deal effectively and compassionately with individuals who are elderly and/or disabled -- in person, by telephone, and in writing.
- Strong public speaking skills. Audiences include organizations, both within the congregation and in the broader community.
- Excellent writing skills as well as basic computer skills (Word, Excel, e-mail).
- A sincere commitment to the mission of the organization and a history of active membership in a Christian congregation.

Requirements:

A Master's Degree is preferred; at minimum, a Bachelor's Degree in a health or human services or related field; or a qualified health professional, i.e., registered nurse or health services administrator; or equivalent experience including at least three years managing a program or organization serving the elderly, people with disabilities, or another nonprofit human services organization.

Expectations:

- Treat all participants, family members, co-workers, and volunteers with dignity and acceptance
- Respect the confidentiality of all program participants and their families at all times
- Address concerns relating to program and participants (participant behaviors, family stress, success/failure of activities, inappropriate staff behavior, etc.) in a professional and compassionate manner
- Pursue continuing education as appropriate (e.g., seminars to develop skills in specific areas; certifications as needed)
- Present a professional appearance, including abiding by St. John's Appearance Standards

St. John's Community Care is an equal opportunity employer.

June 2021, Nancy Berry, Human Resources Committee