

## **JOB DESCRIPTION CPA REGIONAL DIRECTOR**

### **Job Summary**

The CPA Regional Director is responsible for the oversight of assigned regional areas of service. This includes the coordination and supervision of the delivery of clinical, case management, treatment planning and foster/adopt family support services for multiple offices.

### ***General:***

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees.
- Participates actively in quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Reports immediately any suspected incidents of child abuse or neglect to the Child Abuse Hotline and then the Program Coordinator/Director and documents the incident within 24 hours (1-800-252-5400)
- Establishes relationships and communicates with children, managing conservators, foster/adopt families and Treatment Team members
- Identifies and seeks resolution for potential problems arising with foster/adopt parents, staff, or other involved parties
- Maintains client and family electronic records
- Attends trainings, conferences, workshops, seminars, and any other programs to ensure that 20 hours of continuing education in a year is completed
- Attends staff / agency meetings
- Completes other duties as assigned

### ***Essential Duties:***

- Ensure that employees supervised by this position complete their job duties timely and in a professional manner.
- Maintain compliance with DFPS and HHSC standards, YFT Indicators, and Pathways Policies.
- Participate as a member of the Pathways Leadership Team (Directors), providing input, support, feedback in the day-to-day operations and long-term plans of Pathways, as well as using other Directors as resources.
- Supervise the day-to-operations of the assigned regional office, which includes placements, treatment planning, foster home verification, foster home support & supervision, Child Placement Management Services, and input on training agenda.
- Develop professional relationships with other peers in the field, such as regional DFPS and HHSC leadership, private agencies, and supporting agencies.
- Develop a strategy that focuses on building and maintaining quality services to foster children and their families, while maintaining substantial growth.
- Attend staff meetings, conferences, workshops, seminars, and any other programs to assure that 20 hours of continuing education a year is completed.
- Conduct regular employee reviews as determined by the Agency policies.
- Facilitates and participates in meetings related to responsibilities.

- Communicates effectively and efficiently with all appropriate parties regarding plans, policy and procedures, updates, changes, reviews, investigations, and reporting.
- Pursues opportunities to continue professional training and development.
- Participates actively in quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and quality improvement planning.
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees; identifies culturally relevant issues and implements communications in a manner appropriate to them.
- Completes other duties as assigned.

**Supervisor:** Chief Program Officer  
**Supervises:** Program Manager, Case Managers, Family Specialists and other treatment and administrative personnel  
**Work Environment:** Primarily office-based position with a portion of community based activities  
**Work Hours:** Full-time, minimum 40 hours per week  
**Classification:** Exempt

**Education & Experience:**

- A Master's degree in social work or a human services field from an accredited college or university and at least 2 years of supervised child-placing experience,
- or a Bachelor's degree in human services field with at least 3 years of supervised child-placing experience.
- Must be a Licensed Child Placing Agency Administrator with at least 3 years of proven child placement management experience.

**Knowledge, Skills, & Abilities:**

- Excellent working knowledge of the clinical issues affecting children placed in substitute care.
- Excellent oral and written communication skills and organizational abilities
- Ability to supervise at executive level, specific demonstrated ability to develop and maintain relationships with other executive staff at a community and state level
- Ability to direct and work as a team.
- Demonstrated budgeting and staff supervision skills
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.

**Additional Requirements**

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug test
- Working cellular telephone

### **Physical and Mental Demands**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking may be required for long periods of time and may involve climbing stairs, walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds. Ability to remain calm in stressful situations.

### **DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Pathways does not discriminate on the basis of race, color, age, national origin, religion, creed, disability, marital status, gender, gender identity and/or expression, sexual orientation, genetic information, status regarding public assistance, military status or any other characteristic protected by federal, state or local law in any of its activities or operations. Pathways is committed to a diverse and inclusive working environment and to providing an environment free of abuse, neglect, harassment or exploitation for employees and for children, youth and families we serve.