



**SUNRISE CHILDREN'S SERVICES – WOODLAWN CENTER  
Job Posting**

**Location: Woodlawn Center  
Contact: Lee Martin**

**Date Posted: 09/12/08  
Post Until: 09/26/08**

**JOB TITLE:** Program Director -PRTF  
**REPORTS TO:** Executive Director

**SUMMARY**

Directs the operations of the two Danville psychiatric residential treatment facilities (PRTFs) for emotionally disturbed children ranging in ages 6-12, in compliance with all applicable directives, including but not limited to all current and thereafter amended federal, state and local standards, guidelines and regulations required under this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. The employee must be able to perform his/her duties and responsibilities without posing a significant risk of substantial harm to the health or safety of himself/herself or others. Other duties may be assigned.

Ensures that sufficient and qualified staff and consultants, per licensing regulations, accreditation and policy, are employed to meet the needs of the population that the program serves.

Oversees the overall operation of the programs including the control, utilization, and conservation of its financial assets.

Ensures environment of care is well maintained.

Ensures an appropriate and sound clinical treatment program is implemented per the needs of the population served.

Monitors and evaluates the clinical program and makes recommendations for changes and/or new development.

Develops, revises, and implements policy and procedure for the program.

Ensures program is in compliance with all state regulations, Medicaid regulations, and accreditation standards.

Promotes positive public relations within the community and referral sources.

Effectively implements a CQI/Performance Improvement Program.

Maintains appropriate amount and quality of continuing education and training as required by licensing boards and policy.

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Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facilities.

Manages the risks inherent as it relates to the functioning of their program.

Provides additional direct care support as qualified for mental health associate to be immediately available on the grounds of the PRTF to assist with emergencies or problems which might arise. May perform the duties of Residential Care Aide and / or MHA as required to meet staffing needs.

### **SUPERVISORY RESPONSIBILITIES**

Manages supervisory and non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, and termination when necessary.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Master's Degree in a Human Services Field with Kentucky independent licensure in a human services field; a minimum of five (5) years experience working with emotionally disturbed children and youth in a mental health setting - two (2) of which must be in a supervisory/management position.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, employees, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply these skills to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must complete and maintain current certification in Safe Crisis Management, CPR, and first aid.

Must maintain professional licenses.

Employee must maintain a valid Kentucky driver's license with a clean driving record. If personal vehicle is to be used to provide transportation for self and consumer, personal insurance must be provided and maintained within state minimum requirements.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee is subject to falls, burns from equipment, odors, and exposure to AIDS and Hepatitis B viruses.