

## ADMINISTRATIVE DIRECTOR

<b>Job Status:</b>	Full-Time	<b>Reports To:</b>	CEO/COO
<b>Pay:</b>	Starting at \$60,000/year	<b>Date:</b>	Negotiable
<b>Hours:</b>	M-F; Flexible Hours		
<b>Qualification</b>	<p>At least 5 years managing/directing operations, administrative departments and/or ensuring compliance for a small/mid-sized business, program or organization. Bachelor's degree in psychology, social work, counseling, education, human services, public administration, business administration or related field from an accredited college or university.</p> <p>Must have updated clearances, including child abuse, federal (FBI) and state criminal background check.</p>		

### Company Information

Children's Universal Behavior Services (affectionately known as "CUBS") was founded in the Pocono Mountains to meet the growing need for comprehensive behavior services for children, their families, and educational institutions affected by autism and related disorders.

Our team has a distinct and effective approach to implementing behavior analytic services, grounded in the evidence-based practice of Applied Behavior Analysis (ABA). CUBS individualized behavior programs have a common goal - to encourage wellness, foster independence and inclusion, prepare for learning, and promote personal empowerment so that children and their families can **THRIVE**. By actively engaging with their communities, peers, and collaborative care providers, children are more likely to maximize their potential and quality of life.

CUBS operates a center in Shawnee on Delaware, Pennsylvania and serves children ages 0-12 in school, home, and community-based settings with exceptional therapeutic and habilitative treatments. Services also include parent training and consulting, as well as training for professionals who are involved in the treatment and education of children.

To apply online or for more information about CUBS, please visit [www.ChildrensUniversal.com](http://www.ChildrensUniversal.com).

### Position Summary

The Administrative Director observes, assesses and supervises the operational activities of the agency to optimize effectiveness of the agency's service delivery model. In this role working with the Clinical Director, the Administrative Director attends community outreach events, continuously seeks to build referral sources and assists with group events as called upon to do so.

### Duties & Responsibilities

- Manages overall operations and daily management of the agency
- Ensures that staff schedules meet the needs of the children served and accommodates their parents', legal guardians' or caregivers' schedules

- Monitors and accomplishes agency compliance to include IBHS chapter 5240 - record keeping, quality improvement, and other clinical/administrative support
- Supervises administrative staff who do not provide IBHS, including billing, scheduling, program coordination and reception/secretarial staff
- Administers the agency's quality improvement program (performance management) and supports the Clinical Director with managing clinical staff performance
- Works with the Clinical Director to identify and fill staffing requirements with qualified and exceptional talent to consistent with the agency's standards and vision
- Supports the Clinical Director in the development of policies, standards, and procedures to support business efficiencies and agency objectives
- Manages the agency's financial systems and compliance
- Develops and manages the agency's marketing strategy and initiatives
- Assists with administrative duties, as needed, including scheduling, billing, and program coordination

### **Basic & Physical Requirements**

- Must be adaptable to conduct business from various locations, including a compatible home workstation, office workstation, and while traveling.
- Must be able to receive, retain, and advise detailed information through oral communication.
- Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper/publications.
- Must have reliable transportation and be willing to travel within the region for meetings and special events.
- Must have a valid driver's license & auto insurance policy.

### **Qualifications**

- Must have updated clearances, including child abuse, federal (FBI) and state criminal background check.

### **Experience**

- A minimum of 2 years' experience directing or managing operations and staff is desired
- Project/Program management experience is strongly desired
- Competency in Quickbooks, Microsoft Office Suite, and the propensity to acquire competency in new or behavior-based clinical and/or administrative software (Aloha ABA, Office Ally, Hi Rasmus, etc)
- Has experience identifying capability gaps, evaluating options, measuring potential outcomes and implementing a strategy to better integrate operational components, including Information Technology projects, training, performance/quality management, etc.
- Experience developing & implementing a quality improvement program within a team-based environment is desired
- Experience in the provision of mental health services to children is desired

### **Education**

- Minimum of a Bachelor's Degree from an accredited institution in psychology, social work, counseling, education, human services, public administration, business administration, or related field.

### Benefits of Joining CUBS

- Part-Time and Full-Time positions available with flexible hours.
- Competency-based compensation: A clear path for advancement while maintaining the highest quality services.
- Six (6) paid holidays.
- Paid time off (PTO) for full-time employees.
- Professional development programs for BT to BCBA.
- BCBA Supervision hours towards certification.
- Employee Wellness Program.
- Language Stipend.

### Application Procedures

Submit a letter of interest, resume of relevant experience, and names and contact information for three (3) references via our website ([www.ChildrensUniversal.com](http://www.ChildrensUniversal.com)), under the Employment page. You are also welcome to fax, mail or deliver your application package and clearances to the address below. We are looking forward to connecting with you!

#### **Children's Universal Behavior Services**

107 Shawnee Square Drive  
Shawnee on Delaware, PA 18356  
Office | 570-369-4991  
Fax | 570-664-6662  
[www.ChildrensUniversal.com](http://www.ChildrensUniversal.com)