



Fountain of Hope Family Services Inc.
10326 Greenbrier Parkway
Oklahoma City, Ok 73159

Roles and Responsibilities of Executive Director

PURPOSE: To outline the roles and responsibilities of the **FOHFS agency** Executive Director.

Responsibilities and duties of the **Executive Director** shall include, but not be limited to:

1. complying with all applicable federal, state and local laws, rules, statutes, regulations, licensure and safety requirements for the delivery of services;
2. maintaining certification, registration or licensure, as mandated by any state or local government, body or board;
3. designating, in writing, a qualified person to act as Director in his/ her absence;
4. designating an individual(s) to assume a supervisory role(s) and to be accessible and available, at all times, to:
 - a. home-based workers;
 - b. clients and,
 - c. Office employees.
5. Developing, implementing and ensuring the adherence of company policies and procedures, as well as monitoring, reviewing and updating them. Staff may be consulted in the review and revision process;
6. ensuring there is a signed Service Agreement before services are delivered;
7. ensuring **FOHFS agency** has adequate number of qualified staff to provide required services;
8. employing or contracting qualified personnel, in accordance with job descriptions;
9. ensuring the completeness and accuracy of all information provided to the public regarding **FOHFS agency** and its services;
10. ensuring that **FOHFS agency** only accepts and retains clients for whom it has the skills and competency required to meet their needs;
11. recruiting, hiring and firing staff;
12. ensuring that staff have the necessary qualifications, skills, training and/or experience to deliver the services and care advertised;
13. ensuring that pre-employment background checks are conducted before hiring, in accordance with **FOHFS agency** policy on Pre-Employment Background Checks;
14. ensuring confidentiality of information, concerning clients and staff, is maintained;
15. developing written job description(s) for the all positions offered and ensuring they are signed by the candidates in accordance with the **FOHFS agency** policy on Job Descriptions & Employment Types;
16. Ensuring that training and development is provided to all staff, in accordance with the **FOHFS agency** training policies and that a Staff Record of Training is maintained.
17. ensuring that annual evaluations of staff performance are conducted and documented, in accordance with the **FOHFS agency** policies on Competency Evaluations and Employee Performance Appraisals;

18. ensuring that any employee, whose duties include transporting clients in private/personal vehicles have a valid driver's license and carry the appropriate automobile insurance coverage;
19. ensuring there is a written contract in effect, if contracting with other individuals or agencies;
20. maintaining appropriate financial records, personnel records, administrative records, client records, and all **FOHFS agency** policies and procedures, including procedures for the safe keeping, storage and disposal of such documents;
21. regularly monitoring the quality of services delivered to clients; and,
22. ensuring adequate insurance coverage is obtained, including:
 - a. Workers Compensation, in accordance with established law;
 - b. Comprehensive General Liability, covering employees and clients;
 - c. Professional liability for the provision clinical services;
 - d. Automobile Liability for **FOHFS agency** vehicle(s)