



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Assistant Campus Director – Children’s Hope Director

Job Description Summary: The Assistant Campus Director – Children’s Hope Director (CHD) will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is a full-time exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more. To provide prompt care and oversight for staff and families, the CHD is required to live in close proximity to campus. Campus housing may be available, which would include utilities and commissary benefits.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *‘the operation of a motor vehicle, other vehicle, equipment, machinery or power tools’* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Owasso

Reports to: The Assistant Campus Director – CHD reports to the Campus Director.

Supervises: Direct supervision to the Children’s Hope staff.

Requirements: *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church. (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

Educational and Experience Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's degree, preferably in a related field.
2. Experience working within a family ministries team.
3. Leadership experience preferred.
4. Strong communications, interpersonal and organizational skills required.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23, ESV*

1. Responsible for Godly Administrative Management of Children's Hope Staff.

“Choose for your tribes wise, understanding, and experienced men, and I will appoint them as your heads.” Deuteronomy 1:13, ESV

- A. Wisely provide prospective employees with organizational information, job descriptions, and applications, arrangement of interview opportunities, campus visits, and tours (Jas. 3:17).
- B. Working closely with the Campus Director and the Vice President for Programs, participate in the interview process for hiring student service staff, willingly, wisely, and prayerfully making recommendations on prospective employees (Prov. 18:15).
- C. Working closely with the Campus Director, help to perpetuate a culture of mutual accountability by both providing and accepting consistent feedback (appreciation, coaching and evaluation). Annual performance appraisals are an extension of the feedback already given, which results in well written developmental goals that promote consistent growth in all staff (Col. 2:8).
- D. Knowing Jesus' example of steadfast, complete work, keep accurate and complete documentation of Children's Hope staff personnel files for accountability (Jn. 19:30).

- E. Responsible for quality Children’s Hope program at the campus, which includes knowing current emotional state of each cottage and emotional health of each family and their needs, using this responsibility to sow good seeds of the Spirit (Gal. 6:5-18).
 - F. Responsible for the actions/behaviors of Children’s Hope staff regarding their care for residents, donors, etc., willingly and humbly accepting consequences (Phil. 2:5-11) and setting an example in all things (2 Thess. 3:6-12).
 - G. The CHD will be qualified to help assist the campus with DHS licensing requirements and available to be a point of contact for the assigned DHS Licensing Worker when necessary.
2. **Responsible to Act as Emergency Relief Staff as Necessary, Displaying Christ-like Self-Sacrifice and Leadership.** *“But whoever would be great among you must be your servant.” Matthew 20:26b ESV*
- A. As proper care for those served on campus is paramount, willingly provide coverage for cottages when there is a need, displaying godliness through availability (Isa. 6:8).
 - B. Joyfully assist wherever there is need, modeling a team approach to ministry.
 - C. Be competent and willing to assist within the Student Services ministry, when helpful.
 - D. Responsible to sacrificially work non-traditional shifts, as needed.
3. **Supervise, Encourage and Support Children’s Hope Staff in a Christ-Like Manner.** *“Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens.” Exodus 18:21, ESV*
- A. Empower staff to make competent, confident decisions within each staff member’s sphere of authority.
 - B. Foster a positive, helpful, Christ-like attitude toward and among staff (Phil. 2:5).
 - C. Encourage and support staff, interns/missionaries, and volunteers through direct personal contact, counseling, timely communication and commitment to excellence (1 Thess. 5:9-11).
 - D. Foster an appropriate Christian environment on campus and in the office (Prov. 17:22).
 - E. Foster an emotionally stable environment for the campus through fairness (Ps. 106:3) and consistency (1 Cor. 15:58).
 - F. Work with the Campus Director to provide spiritual growth and development opportunities (Col. 1:9-10), appropriate work schedules (Gen. 1:31), appropriate accommodations for emergency, special, or unscheduled events/situations that affect the established work schedule (Jas. 4:13-17).
 - G. Help the Campus Director to perpetuate a culture of mutual accountability by both providing and accepting consistent feedback (appreciation, coaching and evaluation). Annual performance appraisals are an extension of the feedback

already given, which results in well written developmental goals that promote consistent growth in all staff (Col. 2:8).

- H. Participate in team meetings, as scheduled, with Children's Hope Staff and Campus Director.
- I. Participate and provide feedback in each client's monthly evaluation.

4. **Direct Overall Implementation of the Children's Hope Program with Grace and Humility.** *"Not domineering over those in your charge but being examples to the flock."* 1 Peter 5:3, ESV

- A. Responsible to appropriately handle crises that may occur in the cottage program with families (including evening and weekends), demonstrating Christ-like availability and self-sacrifice (Heb. 13:16).
- B. Track and report campus metrics, statistics and reports to the OBHC Corporate Team, being diligent to meet deadlines.
- C. Partner with Family Advisors and CRC's to assist families in achieving the personal goals outlined in each family's Plan of Service.
- D. Assist in creating and maintaining a resource list for families.
- E. Provide accountability with Children's Hope Staff for follow through of program goals and expectations.
- F. Responsible for assisting, mediating and counseling with staff members when interpersonal conflicts remain unresolved, imitating Christ's wonderful counsel to all mankind (Is. 9:6).
- G. Available to counsel directly with families who are having difficulty in the cottage or who are having problems adjusting to group setting, knowing the importance of encouragement and wise counsel in each person's life (Prov. 15:22).
- H. Routinely analyze the Children's Hope Program to identify and implement strategies that further the program's effectiveness and growth.

5. **Coordinate and Implement Appropriate Staff training and Development.** *"Have nothing to do with irreverent, silly myths. Rather train yourself for godliness"* 1 Timothy 4:7, ESV

- A. Using the Lord's wisdom, take responsibility for employee orientation of new Children's Hope staff members (Prov. 2:6).
- B. Provide ongoing, consistent training and mentorship to staff, creating a culture where growth is expected and desired. Model this culture by consistently taking action to grow personally, professionally, and spiritually. (Lk. 2:52).
- C. Assist in the agenda planning and resources for staff meetings and other staff-related activities, leading like Christ did with a servant's heart (Phil. 2:3-5).
- D. Recruit, train, and oversee volunteers for the Children's Hope Program.

6. **Responsible for Handling Unexpected Daily Events On-Campus with Calmness.** *“For God gave us a spirit not of fear but of power and love and self-control” 1 Timothy 4:7 ESV*
7. **Coordinate and Implement Program and Services of OBHC Sacrificially.** *“...whoever wants to become great among you must be your servant” Matthew 20:26b, ESV*
- A. Collaborating with OBHC counterparts and leadership, work toward excellence and consistency across all OBHC ministries.
 - B. Model and teach positive relationships with staff that promote campus unity (1 Cor. 1:10).
 - C. Available to represent OBHC in public meetings and churches (1 Cor. 14:40).
 - D. Develop relationships with community resources to provide referral sources.
 - E. Coordinate with the Campus Director and Student Services Director to ensure proper campus coverage at all times, practicing humility and self-sacrifice (Phil. 2:3).
 - F. Ensures direct care coverage at all times. This includes direct care responsibilities and operation of a cottage when necessitated by sickness, emergency and vacancy (Jn. 15:13).
8. **Responsible for Reporting to Campus Director with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
9. **Demonstrate Christ-like Interpersonal Skills.** *“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel.” Philippians 1:27, ESV*
- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children, and families (1 Tim. 4:12).
 - B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one peacemaking (Mt. 18:15-17).
 - C. Recognize and respond humbly to the differences in leadership and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
 - D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
 - E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).

- F. Recognizing that each colleague has unique emotional needs, family dynamics and personal difficulties, respond to perceived offenses with love and prayer (Jn. 15:12-14).

10. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained. *"Honor the LORD with your wealth" Proverbs 3:9a, ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).
- D. Ensure office vehicles are washed and cleaned monthly and have oil changes at designated mileage.
- E. Direct Family Advisors to have their cottages kept looking beautiful at all times. This includes mowing, edging, and landscaping.

11. Additional Responsibilities: *"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17, ESV*

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all credit card and charge accounts when purchasing items needed on campus/in office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee credit card statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Acts respectfully (by not talking and being attentive) during chapel, staff meetings, and campus training, modeling Christ-like honor to the rest of the staff (Rom. 12:10).
- J. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Additional Compensation: This position may also include housing, commissary privileges, etc.