



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 - Student Services Director

Job Description Summary: The Assistant Campus Director – Student Services Director (SSD) will be responsible for 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. The SSD is additionally provided housing on campus, which includes utilities, to enable 24/7 support to campus ministry when necessary.

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 anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Owasso

Reports to: The Assistant Campus Director - SSD reports to Campus Director.

Supervises: The Assistant Campus Director - SSD supervises student services staff on campus.

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 children's services 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 if for the Lord and not for men.” Colossians 3:23, HCSB*

1. **Responsible for Godly Administrative Management of Student Services 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 each staff's personnel file for accountability (Jn. 19:30).
 - E. Responsible for quality residential cottage life programs at the campus, which includes knowing current emotional state of each cottage and emotional health of each resident and their needs, using this responsibility to sow good seeds of the Spirit (Gal. 6:5-18).

- F. Responsible for the actions/behaviors of assigned staff regarding their care for residents, relationships with teachers, donors, etc., willing and humbly accepting consequences (Phil. 2:5-11) and setting an example in all things (2 Thess. 3:6-12).
 - G. Responsible for remaining above reproach regarding OCCY, DHS licensing, OCA, and Service Agreements for actions of staff when a complaint, investigation or allegation arises (1 Tim. 3:2)
 - H. The SSD will assure that the campus is meeting licensing requirements and will be the primary point of contact for the assigned DHS Licensing Worker.
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 Children’s Hope ministry, when helpful.
 - D. Responsible to sacrificially work non-traditional shifts, as needed.
3. **Supervise, Encourage and Support Student Services 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 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. Perform routine student file reviews to ensure resident files are current.

4. **Direct Overall Implementation of the Student Services 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 residents (including evening and weekend crises), 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 Student Services staff to assist residents in achieving the personal goals outlined in the individual Student Success Plans.
- D. Oversee the on campus education program.
- E. Plan and implement the Parenting Resource Program.
- 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 residents 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 resident’s life (Prov. 15:22).
- H. Knowing that wisdom serves as a source of protection, continually review and evaluate the assessment, interview, orientation and placement of new residents (Prov. 4:6-7).
- I. Direct the development of an appropriate individualized plan of care for new children and ensuring ongoing implementation and review of residents’ plans-of-care, helping to fulfill the mandate to care for orphans and widows (Jas. 1:27).
- J. Provide the best interests of residents and their families from intake through completion of plan of care, dismissal, and/or after care program, recognizing the importance of perseverance (Jas. 1:2-4).
- K. Monitor medical, dental, optometry and psychological services provided to each resident, ensuring that residents are treated as wonderful works (Ps. 139:13-14).
- L. Monitor the educational process of each child (enrollment, grades, behavior, etc.), and work with principals, school counselors, tutors and teachers to ensure each child has opportunity for a successful and satisfying educational experience (Prov. 2:6).
- M. Send in DHS quarterly report on DHS residents, remaining above reproach in each task to help children (1 Tim. 3:2).
- N. Oversee caseworker travel schedule, assuring competent staff are available to receive referral calls.

5. **Assist Campus Director in Coordinating and Implementing 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 Student Services 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. Encourage and assist each resident in finding their individual gifts and talents in their journey to adulthood.

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. **Guide Direct Care Staff and Residents for Campus Activities, Trusting the Lord with Each Activity.** *“Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and He will make straight your paths.” Proverbs 3:5-6, ESV*
 - A. Humbly and wisely direct and assist student services staff in supervision and coordination of all activities (both on and off campus) and any other events or activities that directly involve children and staff (Jn. 16:13).
 - B. Oversee the development and implementation of the seasonal programs such as summer program, Christmas Pageant, and other campus activities, seeing those as gifts from the Lord (Jas. 1:17).
 - C. Oversee the development and implementation of weekly campus life including but not limited to: enrichment classes, tutoring, Triple C Leadership and weekly health programs.
 - D. Assist in the recruitment of volunteers and initial training of volunteers on campus.
 - E. Be available to provide campus tours as needed.
 - F. Oversee, train, and assist volunteer groups in campus activities and service projects. Work with Children’s Hope Director when volunteers are wanting to serve both programs.
 - G. Responsible for quality residential cottage life program.
 - H. Work with Children’s Hope Director to provide opportunities for fellowship and community between programs.
 - I. Recognize the value of events and tours as we present the Lord’s ministry to children and families.

8. **Coordinate and Implement Program and Services of OBHC Sacrificially.** *“...whoever would be 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. Coordinate with the Campus Director and Children’s Hope Director to ensure proper campus coverage at all times, practicing humility and self-sacrifice (Phil. 2:3).
 - E. 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).
9. **Responsible for Reporting to Proper Authority 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*
10. **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).
11. **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 campus/office vehicles as per campus/office procedures to administration (Prov. 28:18).

- B. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (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 Houseparents to have their cottages kept looking beautiful at all times. This includes mowing, edging, and landscaping.

12. 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. Seek 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. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Additional Compensation: This position includes housing as well as additional campus benefits.