



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, five 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

Job Description Summary: The Assistant Campus Director 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. The Assistant Campus Director is required to live on campus in order to share responsibilities with Executive Director for 24-hour emergency coverage.

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: Boys Ranch Town, Edmond, OK

Reports to: The Assistant Campus Director reports to the Executive Director of Boys Ranch Town.

Supervises: The Assistant Campus Director supervises direct care, social services, and non-agriculture related program support 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. Must be an active member in good standing of a Southern Baptist Church. Pastoral Reference expected.
6. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
7. 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 Minimum 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 in a behavioral science or other related area of study from an accredited college or university and 36 months of children’s services experience.
2. Administrative experience preferred.

We are a religious employer, and we reserve the right to hire based upon religion 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 Direct Care, Social Service, After Care and Education 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. With input from the Executive Director leads in the interview process for hiring direct care/social service staff, willingly, wisely, and prayerfully making recommendations on prospective employees (Prov. 18:15).
 - C. Complete performance appraisals for direct care/social services staff, writing action plans/developmental goals to encourage growth in all supervised staff (Col. 2:8).
 - D. Knowing Jesus’ example of steadfast, complete work, keep accurate and complete documentation of each direct care/social service staff’s personnel file for accountability (Jn. 19:30). This file includes employee strengths, weaknesses, and responses to remedial/action plans.

- E. Responsible for quality residential cottage life program 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 actions/behaviors of direct care/social services staff regarding their care for residents, relationships with teachers, donors, etc., willingly, 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 in regard to OBHC policies and procedures, OCCY, DHS licensing, OCA, and Service Agreements for actions of staff when a complaint, investigation or allegation arises (1 Tim. 3:2).
 - H. Manages, approves, and documents houseparent days off calendars. A final calendar of houseparent days off is submitted to the Executive Director by November 1st.
2. **Supervise, Encourage and Support Direct Care and Social 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. Foster a positive, helpful, Christ-like attitude toward staff (Phil. 2:5).
 - B. Encourage and support direct care/social services staff and summer missionaries through direct personal contact, counseling, timely communication, and commitment to excellence (1 Thess. 5:9-11).
 - C. Foster an appropriate Christian environment on campus and in the office (Prov. 17:22).
 - D. Foster an emotionally stable environment for the campus through fairness (Ps. 106:3) and consistency of staff (1 Cor. 15:58).
 - E. Wisely provide direct management of houseparents, associate houseparents, caseworkers, and other assigned supervised staff in evaluation, development of remedial action plans and merit process (Ecc. 3:8).
 - F. Support the social services staff by providing 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. Supervise caseworkers to maintain full capacity, displaying proper stewardship of OBHC campus and fulfillment of its mission/biblical mandate (Jas. 1:27).
 - H. Supervise caseworkers’ recruitment visits and provide documentation to administration of recruitment visits, helping everyone remain above reproach in this process (Titus 1:6).
 - I. Performs a caseworker file review every six months to ensure resident files are current.

3. **Direct Overall Implementation of Basic Child-Care 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. Responsible for assisting, mediating and counseling between staff members concerning personal problems that arise and cannot be resolved by houseparent, imitating Christ’s wonderful counsel to all mankind (Is. 9:6).
- C. Be available to assist, advise and counsel with house parents and other direct care staff on approved methods and procedures for managing the children’s behavior and implementation of the OBHC philosophy of child care, recognizing the importance of training children biblically and “in keeping with his individual gift or bent” (Prov. 22:6, AMPC).
- D. Available to assist, mediate and counsel between the children and staff concerning personal problems that arise and that cannot be resolved by the house parents, imitating Christ’s wonderful counsel to all mankind (Is. 9:6).
- E. 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).
- F. Turns in signed copy of monthly review of staff’s VISA Card expenditures for accountability in Christ-like stewardship (Lk. 16:11).
- G. Responsible for the oversight of level adjustments for residents in relation to the OBHC level system, rewarding and disciplining in a manner that helps residents grow in the Lord (Eph. 6:4).
- H. Provides weekly statistics to OBHC Corporate Office regarding campus population and application status to increase accountability, praise and prayer support (Ecc. 4:12).
- I. Compiles information needed for campus monthly report and sends report to OBHC Corporate Office by the fifth of each month, continuing to remain above reproach in each area of work (Titus 1:6).
- J. Manage the use of Title I Federal Education Funds in collaboration with Edmond Public Schools.

4. **Responsible for Implementation of the Social Services Program with a Pure Heart and Skillful Hands.** *“With upright heart he shepherded them and guided them with his skillful hand.” Psalm 78:72, ESV*

- A. 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).
- B. Works together with the social services team for development of an appropriate individualized success plan for new students and ensuring ongoing

implementation and review of residents' success plans, helping fulfill the mandate to care for orphans and widows. (Jas. 1:27).

- C. 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).
 - D. Monitor medical, dental, optometry and psychological services provided to each resident, ensuring that residents are treated as wonderful works (Ps. 139:13-14).
 - E. Monitor the educational process of each child (enrollment, grades, behavior, etc.), and work with principals, school counselors, tutors and teachers to insure each child has opportunity for a successful and satisfying educational experience (Prov. 2:6).
 - F. Work with the Social Service Team in the development and implementation of transitional, independent living, college and trade school scholarships, and after-care programs (these may be in the context of reunification, completion and/or after care programs and success plans), working to finish well with each child (2 Tim. 4:7).
 - G. Send in DHS quarterly report on DHS residents, remaining above reproach in each task to help children (1 Tim. 3:2).
 - H. Oversee caseworker travel schedule, assuring competent staff are available to receive referral calls.
 - I. Participates in a 24 hour on call rotation with other designated staff.
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 and ongoing training of supervised staff (Prov. 2:6).
 - B. Direct the orientation and training of all employees in regard to OBHC, safety, health and Fire Marshall requirements, policies and procedures as pertaining to basic child-care, working to keep children safe and to be above reproach in all things (1 Tim. 3:2).
 - C. Responsible to coordinate the Bible study, devotional and prayer times for staff.
 - D. Oversee weekly staff meetings, coordinating with the Executive Director to provide time for him/her to bring updates as needed.
 - E. Teaches HIV/AIDS, CPR-First Aid, MAB and other OBHC mandated trainings to staff on an annual basis to meet DHS licensing, OBHC training requirements and Scriptural mandates to keep children safe (Mt. 18:10). Host training dates on the second, third and occasional fourth Wednesdays of each month.
 - F. Assesses the campus training program for effectiveness and refinement of curriculum, training opportunities and objectives, knowing the importance of impactful training (Lk. 2:52).

6. **Supervise, Coordinate, and Implement of All Campus Services, Programs, and Projects Sacrificially.** *“....But whoever would be great among you must be your servant.” Matthew 20:26b, ESV*
 - A. Direct the overall campus social services and residential programs as outlined in the OBHC policies and procedures and the biblical mandate to lead sacrificially (Phil. 2:17).

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*

8. **Coordinate and Implement Program and Services of OBHC Sacrificially.** *“...But whoever would be great among you must be your servant” Matthew 20:26b, ESV*
 - A. Model and teach positive relationships with staff that promote campus unity (1 Cor. 1:10).
 - B. Work with the Executive Director to develop the ministry portion of the BRT annual budget.
 - C. Meet with officials to ensure implementation of DHS licensing standards, Health Department, Fire Marshall, OCCY, OCA and Service Agreement requirements are met and inspections receive outstanding reviews, striving for excellence in every way (2 Cor. 8:7).
 - D. Available to represent OBHC in public meetings and churches (1 Cor. 14:40).
 - E. Available 24-hours/day, coordinates to always ensure competent staff administrative presence, practicing humility and self-sacrifice (Phil. 2:3).
 - F. Ensures cottages are properly staffed at all times. This may include direct care responsibilities and operation of a cottage when necessary (Jn. 15:13).
 - G. Coordinate staff that needs to become certified in swimming pool licensing requirements and makes arrangements for staff to attend pool school training, ensuring safety of residents (Mk. 9:42).
 - H. Serves as a liaison to public schools in relation to discipline issues of residents, acting as an advocate on behalf of children (Prov. 13:24) and a witness to school personnel (Mk. 16:15). This may include picking up and supervising boys that have been suspended or expelled from school.
 - I. Hire and monitor tutors proved through public schools, helping children grow “in wisdom and stature” like Jesus did (Lk. 2:52, HCSB).
 - J. Perform cottage inspections at a minimum of every six months, documenting conditions and maintenance needs promptly.
 - K. Provides support, supervision, and management to the Transitional Living Program as needed.

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*

- A. In a spirit of humility, the Assistant Campus Director is responsible to and under the supervision of the Executive Director (Prov. 25:6).
- B. In the absence of the Executive Director, the Campus Administrator for Program is responsible to the Vice President of Programs for pertinent information concerning general campus operations, serious incidents and other factors and circumstances that involve safety and well-being of staff and children in care (Tit. 3:1).
- C. Out of respect, informs Executive Director of times of unavailability to fulfill the “on-call supervisor” role (Mt. 7:12).
- D. Daily check work related email and phone calls and promptly return calls the same day.
- E. While in BRT office, greet donors and guest promptly. Willingly help carry in any donations that arrive to office and exhibit a spirit of servanthood.

10. Demonstrates 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 confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning 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. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

11. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *“So then each of us will give an account of himself to God.” Romans 14:12, ESV*

- A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).

- B. 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).
- C. 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).
- D. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).
- E. Approve staff request to use BRT office vehicles. Ensure vehicles are washed and cleaned monthly and have oil changes at designated mileage.
- F. Directs houseparents to have their cottages kept always looking beautiful. 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. Seeks proper 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* section (VI., L, M, pages 10-12) 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 also includes housing, commissary privileges, etc.