

# ALLIANCE FOR CHILDREN AND FAMILIES COMPENSATION SURVEY POSITION DESCRIPTIONS

## Non-Executive Positions (odd years)

### **Professional Position**

Accountant: Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Nurse (RN): Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records.

Licensed Practical Nurse (LPN): Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

### ***Licensed therapists***

Chemical Dependency: Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.

Marriage and Family: Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems.

Apply psychotherapeutic and family systems theories and techniques in the delivery of professional services to individuals, couples, and families.

Occupational: Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.

Recreational: Plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. Activities include sports, trips, dramatics, social activities, and arts and crafts. May assess a patient condition and recommend appropriate recreational activity.

Rehabilitation: Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Social Work (BSW): Under direction, provides therapy/counseling, casework, group work, advocacy to children and/or families.

Social Worker (MSW): Provides therapy/counseling, casework, group work, advocacy to children and/or families.

Speech: Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

Psychiatrist: A medical doctor who provides physical and psychiatric evaluations, monitors, medications, oversees treatment plans and provide treatment.

Psychologist (MA or PhD): Psychologist degreed at the MA or PhD level or their equivalents. Provides psychological assessments, supervises clinical social workers and therapists, and oversees clinical service delivery systems.

Social Work Supervisor: the person in this position is charged with overall responsibility for the quality and quantity of professional services the agency provides and for the efficient and effective delivery of those services. Supervises professional social work and intern staff. MSW is required along with some period of direct service experience and supervisory experience.

## **Program & Support Staff Definitions**

- Accountant assistant: Performs one or more accounting tasks such as posting to register and ledgers, balancing and reconciling accounts, verifying accuracy of accounting documents, etc. Requires general knowledge of double-entry bookkeeping and relevant software.
- Administrative assistant/secretary: Takes and transcribes dictation, types letters and correspondence, maintains files and records, and performs administrative functions.
- Admissions administrator: Primary responsibility is to process referrals and complete admission paper work for youth identified as potential candidates for admission into a residential program.
- After school program worker: Provide assistance, safety, ongoing supervision, and teaching to children and youth in after school programs under supervision of the program coordinator or lead teacher.
- Case manager (e.g., foster care): Interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children.
- Child day care lead teacher: Responsible for daily program planning and activities for one or more assigned groups of children in a day care center. Supervises assistant teachers and aides. Requires a relevant four year degree and may require state certification.
- Child day care assistant teacher: Under supervision, implements daily activities for children in a day care center. May require a four year degree and certification.
- Child day care teacher's aide: Carries out assigned program activities at the direction of Lead or Assistant teachers.
- Communications associate/specialist: Engage in promoting organizations or programs by writing or selecting favorable publicity material and releasing it through various communications media often under the supervision of the director of communications.
- Community organizer: Coordinate and organize neighborhood residents to address a specific project or issue; facilitate the process of defining community needs and goals, assist residents in creating an action plan and in implementing those plans.
- Community outreach/liason worker: Assess individual, group, and community needs and provide such services and information as food and clothing assistance, referral services, elderly services, etc. May also develop relationships with collaborative partners and engage in networking with community groups.
- Computer support specialist: Installs and modifies computer hardware and related peripheral equipment. Configures and maintains system functioning. Provides technical assistance and training to users.
- Cook: Plans, prepares, and cooks food daily.
- Credit counselor: Counsels clients on budgeting and debt management; work with creditors to negotiate repayment schedules.
- Custodian/Maintenance Worker: Maintains the cleanliness of the physical premises and performs general repairs.
- Data Entry Processor: Types documents and enters data as assigned. Requires 50-60 wpm typing and knowledge of relevant software.
- Development associate: Assist in the design and implementation of new programming and funding sources and support for new or ongoing programs as well as the organization as a whole.
- Driver: Responsible for transporting clients and staff to events, outings, and/or services.
- Educational program supervisor: This position is responsible for supervising professional and support staff of the educational program and for the efficient and effective operation of the program.

## Compensation Survey Position Descriptions (cont.)

- Executive Assistant/Executive secretary: Responsible for the daily operation of the CEO's or other upper management's offices. Manages support staff, schedules appointments, and briefs principal on routine matters.
- Facilities coordinator: Responsible for the overall operation and functioning of a residential facility.
- Family aide: At the direction of the practitioner, provides, teaches, and demonstrates to children and families daily living skills such as homemaking, parenting skills, etc.
- Family life educator: Teaches and demonstrates to children and families daily living skills such as homemaking, parenting skills, etc.
- Food pantry coordinator: Responsible for monitoring and recording food distributions to clients and coordinating deliveries from food pantry suppliers.
- Grant/proposal writer: Performs tasks related to planning, researching, and writing program and event proposals and grants.
- Groundskeeper: Maintains grounds of the facility, including preparing lawns & shrubbery, trimming trees, etc.
- Home health aide: Provides personal care and related services to individuals in their place of residence. Works under the supervision of a registered nurse.
- Housekeeper: Performs cleaning and laundering activities.
- Houseparent: Responsible for the 24-hour care and supervision of children living in a residential facility.
- HR specialist: Position provides a support role to HR director and performs tasks related to the HR department
- Immigration Service worker: Provide support and assistance to recent and long-term foreign-born legal and illegal residents; provide referrals to health, legal, and social service services.
- Intake coordinator: Responsible for an agency's centralized intake system. Responds to inquiries from individuals and organizations and their employees regarding the organization and its services and delivery system, and scheduling of new client appointments.
- Job training instructor: Provides assistance and training to clients in the area of searching for, interviewing, and retaining employment.
- Mentor: Provide an ongoing one-on-one relationship to a youth through structured and non-structured interactions and activities.
- Program coordinator: Responsible for coordinating program services and overall program management. Monitor and supervise program staff.
- Public policy advocate: Develop initiatives to respond to current legislation or that propose new policies, provide reports on current legislative action and propose responses, organize meetings and conferences to mobilize and publicize work on an issue or proposal.
- Receptionist: Greets visitors, answers routine questions, refers incoming calls and visitors to appropriate staff. May include light typing or other routine clerical tasks.
- Records Clerk: File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.
- Recreational program supervisor: Plans, directs, and carries out recreational programs and activities for children in an agency. Requires a relevant four year degree and may require state certification.
- Resettlement Worker: Provide support and assistance services to individuals and families recently resettled to a new community or newly arrived to the United States.
- Residential counselor: In coordination with houseparents and residential teachers, this position is responsible for meeting the mental health needs of the youth in residential care.
- Residential program supervisor: Operates a residential unit or program and supervises youth care staff.

### **Compensation Survey Position Descriptions (cont.)**

Residential youth care worker: Responsible for the daily care and supervision of children who live in a residential facility.

Social work aide: Assists BSW/MSW level practitioners to provide services to children and/or families. This is generally a non-exempt position that does not require special training.

Teacher, residential education: Provides daily education and educational program planning to students. May supervise assistant staff members. Requires a relevant four year degree and may require state certification.

Tutor: Provides assistance to children and young adults with academic subjects.

Volunteer coordinator: Responsible for planning, directing, and supervising activities of volunteer personnel.

***NOTE: For positions not listed above please include the position/title in the Other (specify) area of the position table. You also may contact the Evaluation and Research Services department by email, sent to [research@alliance1.org](mailto:research@alliance1.org), or phone, by calling Peg Whalen at 800-221-3726 - extension 6603, or directly by dialing 414-359-6603.***

## EXECUTIVE / MANAGEMENT POSITIONS (even years)

**Chief Executive Officer/Executive Director/Administrator:** Responsible for the overall direction, leadership and coordination of the organization.

**Chief Operating Officer:** Oversees internal operations, including programs and program directors.

**Vice President:** Responsible for the development, management and quality control of certain aspects of the agency's operations (e.g., social service programs); functions as agency head in the absence of the CEO.

**Nursing Home Administrator:** Licensed professional responsible for the operations of a nursing facility.

**Chief Financial Officer/Director of Finance:** Provides fiscal and administrative supervision for all financial affairs and services.

**Director of Development:** Responsible for meeting the fund raising goals of the organization.

**Director of Employee Assistance Program:** Responsible for the overall operation of the EAP, including organizing the service, planning its function, staffing the program, directing the operations, and reporting the achieved results of the program.

**Director of Marketing/Public Relations/Communications:** Develops and manages agency-wide marketing, including public relations, community relations, events, advertising & promotional campaigns, market research, communications & publications.

**Director of Program Services or Clinical Services:** Responsible for the quality and quantity of professional or clinical services and for their efficient and effective delivery.

**Director of Nursing:** Has the overall responsibility for the nursing care of residents of a facility.

**Director of Human Resources:** Administers the personnel program, including recruiting, selection & training, compensation and benefit programs, and performance evaluations.

**Director of Management Information Services:** Responsible for the information system, including systems design, computer operations, and trouble-shooting.

**Director of Quality Assurance/ Compliance Director:** Responsible for quality assurance activities, quality improvement programs, and/ or compliance with standards for accreditation, reimbursement or regulation.

**Chaplain:** Provides religious counseling and guidance, and is responsible for pastoral care of residents.

**Project Director/ Site Director / Program Manager:** Manages a specific program, site or project within a multi-site or multi-program organization.

**Activities Director:** Designs and implements programs to stimulate functioning and improve the quality of life for residents or clients.

**Office Manager:** Oversees and coordinates daily activities of clerical support staff.