

# St. Joseph's Children's Home Employment Opportunities

*As of March 19, 2020*

Please access the **Employment Application** section of the website for application instructions. You may also contact the HR Department to inquire about positions and application procedures or status.

We appreciate your interest in employment with St. Joseph's Children's Home.

## **SECONDARY SCIENCE TEACHER**

**Required Qualifications:** Bachelor's degree in Secondary Education with or ability to obtain Wyoming Teaching Certification. Must have endorsement in Secondary Science or ability to obtain Institutional Endorsement. Must be a minimum of 21 years of age and have the ability to lift 50 pounds. Must be capable of obtaining and maintaining intermediate certification in the Mandt System® of nonphysical and physical intervention with aggressive youth.

**Responsibilities:** Full time - 12 month position. Responsible for teaching duties within the Science classroom to include ability to design and monitor courses of study based upon individual resident's ability and educational goals established in treatment plans; maintains and monitors academic and behavioral progress of students in each class period; provides appropriate feedback on the academic and behavioral progress of each student; supervises students during class and outside classroom when appropriate; and cooperates with other members of St. Joseph's various treatment teams to design and adjust treatment programs for residents.

## **HR DIRECTOR**

**Required Qualifications:** A bachelor's degree in Human Resources, Business Administration, or related field; or three years of experience in job related responsibilities.

**Primary Responsibilities:** Responsible for developing and maintaining the agency's personnel files according to state and federal regulations; participates in the development and maintenance of the agency's policies and procedures and its management practices. Oversees interview procedures, background check processes, monthly payroll process, exit interviews, and ensures that competency of staff is evaluated timely and effectively. Tracks and compiles information on staff statistics, staff training, turnover, and work related injuries. Responsible for processing of workers' compensation claims and records, unemployment claims, family medical leave, and benefits administration (health, dental, vision, flexible spending accounts, life insurance, long term disability), to include maintaining compliance with the Affordable Care Act. Must have the ability to work collaboratively as a member of the Program Management and Quality Improvement teams, as well as interdepartmentally to assist with personnel issues, staffing needs of the facility, and recruitment and retention efforts.

## **DIRECTOR OF FINANCE AND SUPPORT SERVICES**

**Required Qualifications:** Education and/or experience equivalent to a Bachelor's degree in finance, business, organizational management or related field.

**Responsibilities:** Primary responsibility is ensuring organizational effectiveness by providing leadership for all financial matters including overseeing cash flow, preparing and reviewing budgets, presenting regular financial statement to Executive Director and Board of Directors, coordinating audit activities and monitoring investments and internal financial processes that comply with all federal and state laws. Responsible for direct oversight of human resources, support staff (including accounts payable, accounts receivable, billing), IT and maintenance personnel.