

Hill Country Youth Ranch Job Description

Position: BSRC Program Director

Reports to: Chief Program Officer

Supervises: All BSRC staff

Classification: Full time Exempt

Minimum Qualifications:

Bachelor's degree, with LCCA. Three years employment experience in a residential setting, or supervising troubled youth, with at least one year of supervisory experience.

Knowledge, skills and abilities:

Ability to lead and direct child care staff. Ability to teach effective childcare methods. Ability to act decisively to keep children safe and preserve order in a residential community. Ability to effectively communicate verbally and in writing. Ability to coordinate work schedules to ensure appropriate ratio.

Basic Function:

Ensure presence of qualified personnel to care for children. Guide staff to understand and support the mission of HCYR and BSRC. Monitor residential services for compliance with HCYR Policies and Procedures and with Licensing standards. Monitor residential cabins ensuring safety of residents and staff. Assist the Executive Director and/or Chief Program Officer with the implementation of current programs. Complete special projects within the program as assigned by the Executive Director and/or Chief Program Officer.

This position is subject to mandatory drug testing and any offer of employment is contingent upon acceptable results from a drug screen conducted for the agency.

Responsibilities/Tasks:

1. Work to ensure environment for children and staff that is safe and nurturing.
2. Communicate with Executive Director and/or Chief Program Officer as needed for input and guidance in leading program.
3. Attend weekly BSRC Management Team and Houseparent meetings.
4. Call and conduct staff and resident meetings to ensure dissemination of important information.
5. Meet with BSRC staff weekly for problem solving, feedback, and to provide support and training.
6. Meet with Program Coordinators regularly to assure unified communication of program guidelines and protocols in the BSRC homes and throughout the campus.
7. Teach the proper role of Program Coordinators to staff in those positions.
8. Prepare monthly schedules, and ensure that schedule is available to all who need to know.
9. Report days worked, sick time, vacation time, and extra pay requests to payroll administrator.
10. Monitor compliance with Ranch Policies and Procedures and Licensing Standards within the cabins through weekly cabin visits and supervisory inspection visits.
11. Meet with Licensing and other State representatives for annual inspections and investigations.
12. Accompany fire, health, and other inspectors for annual campus compliance inspections.
13. Ensure timely completion of Staff Performance Evaluations of BSRC staff.
14. Attend all required training for leaders.
15. In conjunction with HCYR Director of Training, ensure BSRC staff training requirements have been met according to policies and procedures. Coordinate required trainings with HCYR Director of Training.
16. Participate as member of interview team for staff applicants.
17. Demonstrate responsibility, maturity, and role modeling in all interactions with staff and children.
18. Follow HCYR policies and code of conduct serving as the social, moral, ethical, and legal role model for children.
19. Perform other duties as assigned.

Name (Signature)

Date

Name (Print)