

## Hill Country Youth Ranch Job Description

**Position:** Director of Professional Development      **Reports to:** Program Administrator  
**Supervises:** Child Care Trainees, Field Trainer

**Minimum Qualifications:**

Bachelor's Degree, Master's preferred. LCCA (Licensed Childcare Administrator) preferred. Two years of supervisory experience in a therapeutic residential setting. TBRI Practitioner preferred.

**Knowledge/Skills:**

Proven skills in relationship building, behavioral intervention techniques, and management of children in institutional care; proven oral and written communication skills; knowledge and ability to train staff in accordance with: (1) HHS Consolidated Standards for 24-hour Childcare Facilities; (2) DFPS & SSCC Contract Requirements; and (3) HCYR Policies & Procedures.

**Basic Function:**

Oversees the training and professional development of direct care staff in the Basic Care and Residential Treatment Programs of HCYR.

**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. Schedule and provide training as required by DFPS Contracts, Minimum Standards, & HCYR Policies & Procedures for employees and volunteers. Provide on-the-spot training, or retraining, as needed for individual staff members in order to correct deficiencies in, or to improve the quality of, the direct care of children at HCYR and BSRC.
2. Work with Program Coordinators and Program Directors in implementing the fundamentals of residential programs, as appropriate, in each cabin and with each employee.
3. Manage and update training records.
4. Prepare trainee staff for on the job responsibilities.
5. Work with the Leadership Team to design and deliver a comprehensive training program for trainees, for new employees, and for veteran employees. Enrich training with resources from Ranch staff members with special knowledge, and from outside the Ranch, to complement the curriculum.
6. Work with Executive Director and Program Administrator to design a comprehensive career ladder with accompanying core curriculum for childcare training and professional advancement. Collect and codify training materials into an organized whole, to be associated with certification levels and promotions.
7. Visit cabins to observe demeanor, skills and morale of staff, seeking to improve all these areas.
8. May assist direct care staff to design and post rules, schedules, menus, chores list, etc. and ensure that the postings are consistent with residential programs, as appropriate, and in accordance with Minimum Standards and Contract requirements.
9. Work with Executive Director and Program Administrator to develop budget for Professional Education program.
10. Work with Program Directors, Program Coordinators, Case Managers, and Treatment Team
11. Be available to provide emergency direct care respite service in any cabin.
12. Attend administrative meetings as directed by supervisor, and serve in AOC rotation.
13. Demonstrate responsibility, maturity, and role modeling in all interactions with staff and children. Follow HCYR policies and code of conduct serving as the social, moral, ethical, and legal role model for children.
14. Perform other duties as assigned.

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Signature

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Print Name

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Date