

Hill Country Youth Ranch Job Description

Position: Program Administrator

Reports to: Executive Director

Supervises: Program Directors

Minimum Qualifications:

Master's degree. Must be a Licensed Child Care Administrator (LCCA). Three years experience in a direct care and/or clinical setting, including two years in a supervisory capacity.

Knowledge, Skills, and Abilities:

Excellent verbal and written communication skills. Exceptional observation skills with close attention to detail. Ability to work under stress and remain flexible in changing situations. Ability to understand and relate to multiple ideas and the concept/theories behind the ideas. Ability to establish and maintain effective working relationships. Proven skills in relationship building, behavioral intervention techniques, and management. Knowledge and ability to ensure compliance in accordance with: (1) HHS Minimum Standards for 24-hour Childcare Facilities; (2) DFPS & SSCC Contract requirements; and (3) HCYR Policies & Procedures.

Basic Function:

Administer and coordinate the daily operation of the child care program. Facilitate communication, problem solving, and team development. Work with the Leadership Team to monitor, assess, and improve the child care program.

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. This position is exempt from overtime and may require more than 40 hours per week.

Responsibilities/Tasks:

1. Work with the Executive Director and Leadership Team in formulating, planning, implementing, and evaluating child care programs, policies, and procedures.
2. Monitor the implementation of the child care program to ensure compliance with HCYR philosophy, HCYR procedure, HHS Licensing and DFPS Contracts, and Youth for Tomorrow.
3. Assist with hiring, disciplining, training, and firing staff.
4. Participate in addressing allegations of child abuse or other impropriety by HCYR staff and assist in determining appropriate actions.
5. Assist with HCYR risk management policies and procedures. Review staff job performance evaluations.
6. Encourage active team development in terms of shared vision and goals, mutual problem solving, open and clear communications, and ongoing assessment of the organizational structure.
7. Act as administrative liaison with Licensing, Contracts, YFT, caseworkers, placement coordinators, State and community organizations, and professionals concerned with the care of children at HCYR.
8. Provide input regarding decisions about admission and campus residential placement of children.
9. Liaison with CPS caseworkers, placement coordinators, and other professionals concerned with the care of children at HCYR.
10. Assist in the coordination of admissions and discharge planning.
11. Perform administrator-on-call duties in rotation with other administrative staff.
12. Facilitate large staff meetings. Assist in facilitating department meetings. Participate in routine administrative, clinical, and child care meetings.
13. Assist in planning and implementing campus wide social and recreational activities and events.
14. 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.
15. Perform other duties as assigned.

Name (Signature)

Date

Name (Print)