

ADMINISTRATOR
JOB DESCRIPTION

JOB TITLE: Administrator
REPORTS TO: Executive Director
SUPERVISES: Case Managers, Care Staff.
BASIC FUNCTIONS:

Responsible for the daily supervision and on-site administrative responsibility for the operation of the Residential Treatment Center and General Residential Operation. Supervises case managers, care staff, and volunteers to deliver therapeutic services to children and ensures that all minimum standards are met, compliance is kept with all statutes, and appropriate licenses are maintained. Coordinates with the Treatment Director and other staff the approval of applicants, program implementation and supervision.

The Administrator will ensure compliance is kept with all state and federal statutes, appropriate licenses, contracts and internal policies and procedures are followed. This position will be responsible to coordinate with the Treatment Director that the program model is followed. This position is responsible to assist in maintaining, budgets, records and payments of the agency. The Administrator will be responsible for training the Case Managers and Care Staff.

RESPONSIBILITIES AND TASKS:

1. Responsible for compliance with Hope Haven's policies and procedures, residential contract requirements, compliance with residential child-care licensing and minimum standards for Residential Treatment Center (RTC) and General Residential Operations (GRO).
2. Selects, evaluates, and provides motivation for the Case Manager, Care staff and Volunteer Coordinator.
3. Provides supervision of case managers, care staff, and the volunteer coordinator. Plans for and leads weekly clinical supervision with case managers. Ensures that a child in care does not act as a caregiver.
4. Reviews foster children intakes; helps makes referrals and intake decisions conjunction with the Treatment Director and Executive Director.
5. Is responsible for the overall delivery of child care and treatment program. Actively participates in treatment team meetings as needed; reviews, approves and signs individualized service plans.

6. Ensures that all staff reviews are completed, upkeep with all due dates for home inspections, certifications and trainings.
7. Assist in audits of children, and employee files as needed for compliance with residential child-care licensing, residential contracts, agency policies and procedures and YFT standards.
8. Assists in crisis intervention and situations as needed and ensure a system is in place to ensure an employee is available for emergencies.
9. Coordinates and implements appropriate counseling and training sessions with staff, and foster children.
10. Attends court hearings and DFPS permanency meetings as needed.
11. Coordinates in the enrollment of child in school and/or withdrawal upon discharge; communicates with school and meets with teachers as needed.
12. Develops and implements procedures and forms which assist in meeting standards.
13. Participates in in-service training. For this position, 30 clock hours of job-related training are required for the first year of assignment to RTC responsibilities. Thereafter, 20 clock hours of job-related training are required.
14. Oversees the required licensing, assessment and support processes to ensure that HHET meets Minimum Standards for a Residential Treatment Center and are appropriately prepared to care for children. In conjunction with the Executive Director and Treatment Director makes the final decision concerning accepting placements at Hope Haven.
15. Assist in investigations relative to complaints about staff in accordance with the Department of Family and Protective Services; identifies issues and assists staff in developing corrective action plans; and makes recommendations for licensing enforcement when appropriate. Ensure persons whose behavior or health status presents a danger to children are not allowed at the operation.
16. Assist in identification and maintaining on-going training and support needs; coordinate and provide support services that strengthens department relationships with staff, and contract providers; oversees the monitoring of staff as required to ensure the home RTC is in compliance with licensing standards, contract standards, agency policies and guidelines; and assists staff in resolving compliance issues.
17. Participates in public relations assignments and meetings as needed

18. Serves on call 24 hours a day to case managers and staff. Rotating with other staff will occur for time off.
19. Meets with outside consultants; and assist with evaluates and develops contracts with clinical consultants and service providers as needed.
20. Performs other assignments and duties as necessary and requested by the Board of Directors.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES:

These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Requires knowledge of Residential Child-Care licensing and contracts, Minimum Standards for, Youth For Tomorrow Guidelines
2. Requires skill necessary for the development and certification of staff through the planning and conducting of training sessions and compliance with above regulations.
3. Ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volumes in conversations.
4. Ability to handle multiple tasks and motivate others.
5. Ability to communicate effectively both orally and in writing and possessing good organizational skills.
6. Ability to deal with a variety of adults and children with a range of personalities and problems, to use good judgment and maintain confidentiality.
7. Personality attuned to meeting the needs of foster children and ability to establish and maintain effective working relationships with other employees, children, parents, professionals, agency representatives and the public.
8. Willingness to take CPR, first aid and behavior intervention training; and to be a trainer in these areas.
9. Sufficient good health to properly discharge duties. Employees shall not be permitted to work when they have infectious disease or skin lesions for the duration of the communicability.

10. Be a self-starter and able to work independently with minimal supervision and exercise sound judgment.
11. Knowledge and understanding of the legalities involved with medical intervention.
12. Ability to effectively work under pressure and remain flexible as priorities change.
13. Ability to supervise others' work and hold others accountable for assigned duties and documentation; provide training, development and feedback to staff and other persons.
14. Ability to manage all financial statements, budgets, records and personnel issues of Hope Haven.
15. Acknowledge the unique Faith Based Mission Statement of Hope Haven of East Texas

MINIMUM QUALIFICATIONS:

This position requires a Bachelors degree in social work, counseling, psychology or other human services field in combination with a minimum of five years of direct experience with adolescent children age (13-17) in the foster care or adoption setting. A Master Degree in a human services field is preferred direct experience with female adolescent children age (13-17) in the foster care or adoption setting. A Licensed Child Care Administrator's license is required for this position.

Signature Below confirms that I have received a copy of the above job description and have had the opportunity to discuss with my supervisor.

Employee

Date

Supervisor

Date