



People of faith helping people in need achieve self-sufficiency and live with dignity.

Description: The **St. Michael's Home for Children Program** of Catholic Charities is seeking a full-time **Program Director for the St. Michael's Home for Children.**

JOB SUMMARY:

- Responsible for the overall management, administration, budget and oversight of the St. Michael's Home for Children program and the supervision of staff. Functions as alternate License Child Care Administrator who is responsible for ensuring program's compliance with the TDFPS licensing requirements and ORR Policies and Procedures. Functions and Program Director responsible for ensuring program's adherence with COA, ORR, DCS, AND OHS/ICE federal guidelines as it pertains to the delivery of shelter related services to unaccompanied children in federal custody.
- Responsible for ensuring program's funding from the Office of Refugee Resettlement for all designated locations of St. Michael's Home for Children.

PRINCIPAL DUTIES:

- Provide leadership and staff support for the entire 24-hour service operation, ensures the supervision of staff and safety of children, the functioning and maintenance of all shelter homes and the interaction and coordination with third party service providers.
- Provides programs oversight to the development, maintenance and monitoring of the operating budget, preparation of grant proposals, writing monthly, quarterly and annual reports as mandated by funding sources. Recruits staff and ensures compliance with ORR and State Licensure (orientation, pre-services, and annual) training compliance. Ensures development of annual performance evaluations are completed and appropriate follow-up with actions plans for performance improvement.
- As the alternate ensures development of Licensed Child Care Administrator performance, responsible for the administration of child care services according to state licensing standards. Assures program compliance with COA standards, with ORR/DCS policies and procedures and OHS/ICE rules and regulations.

MINIMUM REQUIREMENTS:

- Master degree in Social Work or related Human Services field with ACP or AP licensure
- License Child Care Administrator preferred; or, ability to test and pass within 90 days

MINIMUM SKILLS AND EXPERIENCE:

1. Five to ten years practical experience demonstrating competency in social work principles and ethic, non-profit management, human resource management and financial and/or administrative management.
2. Knowledge and ability to comply with Council on Accreditation, TDFPS, licensure requirements for general residential operations.
3. Proven ability to work with and gain the respect of a broad constituency, including federal, state, and local community leaders in the industry and the diocese.
4. Demonstrated knowledge and ability in planning, research, and evaluation methodology.
5. Excellent communication skills-verbal and written.
6. Strong record as a leader manager and developer of people.
9. Knowledge of social work principles and ethics.
10. Ability to handle and maintain confidential information
11. Ability to work independently and manage time efficiently
12. Must be willing to work evenings and weekends.

OTHER:

- Must be flexible to changing work environment.
- Must have reliable transportation, valid Texas driver's license, and evidence of insurability. Must be able to coordinate a variety of activities.
- Must be able to work on a flexible schedule including some evenings and weekends.
- Must comply with professional code of ethics.
- Must be culturally sensitive.

TO APPLY:

For consideration, please apply online at:

<http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=753>

Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to hrrecruiting@catholiccharities.org or call 713-526-4611 ext. 6597 and let us know the nature of your request and your contact information.