

Administrator Full Job Description

OVERVIEW

He/she must be a Licensed Child Care Administrator (LCCA). Licensed Child Care Administrator (LCCA) will be responsible for daily supervision and on-site administrative responsibilities for the overall operation. The Administrator will be responsible for operational, managerial and administrative duties relating to the program. The Licensed Childcare Administrator will be responsible for ensuring the supervision of the program activities and the needs of children in care are met. The task will include the responsibility of hiring caregivers, supervision of employees and management of the operation according to St. Georgia's DFPS and YFT policies.

DUTIES/RESPONSIBILITIES

Contributes to St Georgia's mission, vision, and program philosophies. Provides overall support of the smooth running of the facility, ensures there is continuous in-service training, In charge of hiring, firing and evaluation of direct care staff.

Adheres to the requirements and regulations as set forth by the Texas Department of State Health Services and Texas State Board of Examiners based on clinical licensure.

Establishes relationships and communicates with the clients/children, caseworkers/probation officers, family members and staff. Manage the flow of information between all involved entities.

Attend and participate in training, workshops and in-service meetings to maintain current information on activities as well as Policy and Procedures with St. Georgia's, LLC GRO or outside agencies

Identifies and seeks resolution for potential problems arising with all involved parties.

Performs administrative duties to ensure the efficient functioning of daily treatment operations of St. Georgia. Participate as a member of the multidisciplinary treatment team responsible for case management and care of the resident in the program.

Act as administrative liaison with Licensing, Contracts, YFT, caseworkers, placement coordinators, State and community organizations; Conducting staff/agency meetings as required. Ensure all contractual requirements and grant-specific financial requirements are met

Adhere to and implement terms of the contract in accordance with the funding source and St. Georgia's, LLC GRO's policies and procedures.

Comply with the agency and respective program policy and procedure manuals

Attend and participate in trainings, workshops and in-service meetings to maintain current information on activities as well as Policy and Procedures with St. Georgia's, LLC GRO or outside agencies

Manage and coordinate the activities of a local advisory council and have extensive involvement in both community and public relations

Attend trainings, workshops, and meetings upon request

Maintain confidentiality in all areas of resident and program operations

Maintain professional and ethical standards as prescribed by St. Georgia's, LLC GRO

Comply with all licensing standards as well as funding source guidelines

Role model a professional demeanor at all times

REQUIRED EXPERIENCE/EDUCATION

Licensed LCCA in good standing with DFPS.

A minimum of 3 years of experience working with children, families, and other individuals with behavioral health issues).

Experience with foster and/or adoptive children and families and knowledge of the DFPS system is preferred.

Effective oral/written communication and organizational skills

Proof of valid Texas Driver's License (Type C)

Job Type: Full-time

Preferred computer literate with working knowledge of Microsoft Office.

Pay: \$50,000.00 - \$60,000.00 per year

Interest applicants please contact

Vivian Tuma

vivian.tuma@st-georgia.com