



[“Where the cup’s never empty, and the plate’s always full....You’re always welcome at the Table of Grace.”](#)

Central Texas Table of Grace, an emergency shelter for foster children, is actively seeking a Licensed Child-care Administrator. PLEASE NOTE THIS POSITION REQUIRES A SPECIFIC LICENSE. We are looking for an individual who has a passion for working with children and youth, is energetic, and eager to jump in and take charge. Our care services operate 24/7, and we are specifically looking for a full-time employee.

At Table of Grace, we serve children and youth aged 6 to 17, both boys and girls, who have experienced abuse, neglect, and trauma. Our approach is centered on holistic trauma-informed care, emphasizing safety, well-being, and healing. We guide youth in making positive choices and learning healthy lifestyles. Through building connections and relationships, we offer hope and lay the groundwork for their success. As a Table of Grace employee, your responsibilities include ensuring the safety of children and youth, creating a therapeutic environment, supervising daily and recreational activities, overseeing wake-up routines, education/school support, hygiene practices, providing mentoring and attentive listening, nurturing their voices, being a positive role model, and enforcing structure and accountability through established rules and guidelines.

You will receive comprehensive pre-service training and ongoing education in CPR/First Aid, Emergency Behavior Intervention, Trauma-Informed Care, and other relevant subjects related to youth in care. If you are passionate about working with children facing challenges, interested in social work, or eager to contribute to your community, Table of Grace offers an excellent environment for learning and personal growth.

Applicants must be 21 years or older, pass a Criminal Background and Central Registry Check, undergo an FBI digital fingerprint check, complete a TB test, and pass a pre-employment drug screening. A valid driver’s license with proof of insurance is also required.

Responsibilities:

- Act as administrative liaison with Licensing, Contracts, caseworkers, placement coordinators, State, and community organizations.
- Conduct staff/agency meetings as required.
- Supervise and provide direct administrative oversight of the facility, ensuring the highest quality of care for every child.
- Manage staffing to meet childcare needs effectively.
- Plan and oversee developmentally appropriate program activities.
- Maintain an emergency response system and ensure staff availability.
- Coordinate tasks for caregivers without conflicting with their primary responsibilities.
- Administer operations according to policies and regulatory standards.
- Ensure compliance with relevant laws and regulations.
- Prohibit children in care from assuming caregiving roles.
- Manage records and reporting related to personnel, training, and incidents.



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- Chair staff meetings and provide reports to the Executive Director.
- Conduct medication log reviews and report incidents as necessary.
- Maintain EBI training certification and attend professional development sessions.
- Ensure up-to-date TB testing records for personnel.
- Complete other tasks as assigned by the Director.

Qualifications:

- Administrator license (May not be required depending on experience)
- Must have a four year degree minimum
- Minimum 2 years of relevant experience

Benefits:

- Competitive salary
- Health insurance - 100% Covered by Employer
- Vision/ Dental insurance
- Professional development opportunities
- Supportive work environment

Job Type: Full-time

Pay: \$50,000.00 - \$70,000.00 per year

Expected hours: 40 – 45 per week

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- On call (every third week)

Ability to Commute:

- Round Rock, TX 78681 (Preferred)



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Work Location: In person

How to Apply:

Please send a resume and cover letter to leeann@ctxtableofgrace.org and write "Licensed Childcare Administrator" in the subject of email. Applications will be reviewed and interviews will be scheduled as soon as possible.