



PROGRAM ADMINISTRATOR

Our Mission: Children's Village is a Christian home that provides hope and healing for abused and neglected children.

About Us: Children's Village and Family Service Agency, Inc. was founded as a privately funded, 501(C)(3), not for profit organization in Smith County over 40 years ago. Our agency has served children and families in Tyler, Texas and the surrounding area since that time by providing 24-hour residential care for children in our Cottage Home GRO. We are expanding our services by adding a Child Placing Agency and are seeking a highly skilled and compassionate Licensed Child Placing Agency Administrator (LCPAA) to join our team and lead our efforts in delivering exceptional care to our children and families.

Job Descriptions: The LCPAA will serve as our Program Administration and will be responsible for the overall management and operation of our Child Placing Agency. This role requires a strong leader who can ensure compliance with all regulatory requirements, oversee staff and foster parent training, and maintain high standards of care for the children we serve. The ideal candidate will have a deep understanding of child welfare, excellent organizational skills, and a commitment to our mission.

Qualifications:

- Bachelor's or Master's degree in Social Work, Psychology, or a related social services field.
- Valid Texas Child Placing Agency Administrator's License
- Strong knowledge of state and federal regulations governing child-placing agencies
- Excellent communication, organizational, and interpersonal skills
- Ability to handle stressful situations and make sound decisions in emergencies.
- Commitment to the mission and values of Children's Village
- Must be at least 21 years of age
- Must have a valid driver license and current auto insurance
- Must have reliable transportation
- Must pass a criminal background check including FBI fingerprints
- Must pass a drug screening
- Must pass a tuberculosis (tb) skin test

Job Duties:

- Ensure compliance with all state and federal regulations related to child placing agencies.
- Oversee the development and implementation of individualized service plans for children.
- Manage and support agency staff, including training, supervision, and performance evaluations.
- Coordinate with medical, therapeutic, and educational professionals to meet the needs of children.
- Develop and maintain positive relationships with foster parents, providing ongoing support and training.
- Conduct regular audits and reviews to ensure quality assurance and continuous improvement.
- Handle emergency situations and crisis management effectively.
- Maintain accurate and confidential records for all children and foster homes.
- Prepare reports and documentation required by regulatory agencies.
- Manage the agency's budget and resources efficiently.
- Working knowledge of office equipment such as computers, printers, fax machines, etc.
- Proficiency in MS Office including Excel, Word, and PowerPoint
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills



Benefits:

- Competitive salary and benefits package including:
 - Employer paid Health Insurance,
 - Dental and Vision Insurance available,
 - Vacation after one year
 - Professional development assistance
- Flexible Schedule
- Mileage Reimbursement
- Eligible employer for the Public Service Loan Forgiveness (PSLF) program
- Opportunities for professional development and growth.
- Supportive and collaborative work environment.
- Providing hope and healing for abused and neglected children.

Interested applicants may submit their resume along with a completed employment application to our office at administration@childrensvillageoftexas.org.