



the Haven

Hope. Empowerment. Restoration.

Job title: Program Manager/Director

Organization: the Haven, RTC (Todd Mission, TX)

Job purpose: The Program Manager/Director will provide direct oversight to the residential program. He/She will be responsible for all aspects of the day-to-day program including supervision of Direct Care Workers and ensuring all efforts are in compliance with policies and procedures.

The Haven is a state-licensed Residential Treatment Center for girls ages 8-17 who have been victims of sex trafficking and other forms of sexual exploitation and those most at risk for being victimized. They receive 24-hour care and supervision by Direct Care staff, and treatment services by professional staff. The home sits on a beautiful ranch, with animals that enhance the healing process for residents.

We are seeking a Program Director with a minimum of one year working in a residential program and preference to those who have this experience related to helping this population.

Duties and responsibilities:

The program director will be in charge of the day-to-day program, working in conjunction with the Executive Director and administrative team to ensure a healthy and sustainable program for staff and residents

- Actively engage in the interviewing and hiring of qualified direct care staff as needed
- Schedule and oversee continuing education/training required by the DFPS as well as keep proper documentation for each staff.
- Supervision of all direct care staff which includes but not limited to: scheduling, maintaining accountability, disciplinary actions (up to and including termination if needed), approving timesheets, performance evaluations, etc.
- Assure all aspects of the program are following set standards and compliance in accordance with Home of Hope-Texas as well as DFPS.
- Engage with the residents to ensure that needs are being met on an individual level. When needed, facilitate the placement of residents in acute care settings, including behavioral health hospitals (schedule intake assessment and accompany residents whenever possible).
- Oversee the health and wellbeing of each resident, ensuring the proper care (physical or psychological) is given.
- Ensure proper ratios and coverage on campus and for transportation to ensure a healthy and safe environment while keeping in compliance with standards.
- Responsible for overall daily schedule and activity schedule.

Qualifications:

Have at least one year experience working with vulnerable minor populations preferably in a residential care setting.

Preferred: Masters degree in social work or other area of study; OR a bachelor's degree and two years of full-time experience in residential treatment/child-care or a closely related field; OR a total of five years of full-time experience in residential treatment/child care or closely related field.

Have one year of full-time experience in management or supervision of personnel and programs, as specified.

Demonstrates excellence in organizational and managerial skills.

Spiritually mature Christian with experience providing bible-based leadership

Working conditions:

The Program Director must be able to work a flexible schedule. This is not a typical 8-5 job and may require being at the facility for extended periods of time, as well as some evenings, weekends and/or holidays. He/She will be working with challenging individuals that will need extra attention at times.

To apply, please send your resume to amber@thehaven.care