

Job Title	Program Director –Director of Residential Services
Employer/ Agency	The Children’s Center Inc.
Job Description	<p>Brief Job Summary:</p> <ul style="list-style-type: none"> ▪ Monitor, plan, organize and coordinate all primary and secondary services to ensure quality of care for youth and families; ▪ Manage the operations of the program on a daily basis, providing staff direction, guidance, training and evaluation; ▪ Obtain and maintain working knowledge of State Licensing Standards and funding source /ORR guidelines. ▪ Working and engaging with diverse families and potential referral resources; ▪ Prepare reports using formats, guidelines and required documentation to meet strict deadlines and meet goal expectations; ▪ Make personal contacts with attorneys, clinics, hospitals and other referral sources; ▪ Participate and facilitate community outreach efforts and activities as needed to promote the availability of services within local areas.
Qualifications	<p>Candidate must be Bilingual in Spanish; and have a Bachelor's degree in a social service or related field, with a minimum of two (2) years direct child care experience and two years of supervisory experience in a residential environment. A master's degree in social services or related field, with one (1) year supervisory experience working with troubled youth may substitute for minimum requirements. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval from the Executive Director or designee.</p> <p>Supervisory experience monitoring and quality assurance of case management, budget management, personnel management, conflict resolution, overall office management, group and family counseling, youth services and advocacy.</p>
Salary/Hours	Salary negotiable/ 40 hours/week
Employer/Agency	The Children’s Center Inc.
Address	P,O. Box 2600
City, State, Zip	Galveston, TX, 77553
Contact Person	Fred Sussmann, MD
Contact Title	Director of Standards, Evaluation & Training

Telephone Number	409-765-5212
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Application Method	e-mail
Opening Date	8/27/2015

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