

Job Title	Program Manager of Residential Services
Employer/ Agency	HARRIS COUNTY
Job Description	<p>Under the supervision of the Youth Services Division Manager, the Residential Services Program Manager is responsible for the overall operation of the Kinder Emergency Shelter program, an emergency placement for a maximum of 24 youths. This position is responsible for the overall supervision and administration of child care staff. In addition, this position is responsible for continuing development of a comprehensive program to address the needs of the children/youth which includes education, recreation, and coordination of therapeutic activity. This position is responsible for ensuring compliance with all licensing regulations, contractual obligations and ensuring the program meets the physical and emotional needs of the youth placed in the residential program.</p> <ul style="list-style-type: none"> • Provides a program for the emergency shelter to include physical and emotional care, educational needs, recreational needs, and training opportunities for staff. • Manages contracts related to residential services. • Coordinates Youth Services Division's goals and objectives relative to the common youth services advisory committee. • Coordinates and works with the many programs and staff housed at Youth Services Center via regular meetings for the purpose of enhanced communication. • Oversees the medical support and personnel activity of staff within the residential services program. • Insures compliance with all licensing regulations, to include all necessary paperwork and administrative requirements as needed by the Department of Family and Protective Services. • Manages the Residential Services budget and insures sound fiscal policies are observed. • Must be familiar with Harris County Protective Services Board business and personnel policies and procedures. • Provides direct supervision to the Shelter Program Specialist. • Oversees hiring, supervision and evaluation of shelter staff. • Ensures staff receives required training that is mandated by Department of Family and Protective Services Residential Child Care Licensing and the Department of Family and Protective Services Residential Contract Services. • Oversees admission and discharge of residents. • Shares on call duties. • Oversees revisions/updates of shelter manual. • Insures training for shelter staff is conducted on annual basis. • Approves leave requests. • Insures serious incident reports are made.

	<ul style="list-style-type: none"> • Works shifts or weekends if required. • Conducts staff meetings; attends committee and community meetings as required. • Oversees the management/maintenance of all required client data management systems, PQI and COA standards.
Qualifications	<ul style="list-style-type: none"> • Master's degree in a Behavioral or Social Science, <u>and</u> • Two (2) years' full time paid experience in a Residential Child Care program or child placing agency/facility in an administrative and supervisory role. <p>OR</p> <ul style="list-style-type: none"> • Bachelor's Degree in one of the Behavioral or Social Sciences, <u>and</u> • Five (5) years full time paid experience in Residential Child Care program or child placing agency/facility <u>of which</u> • Two (2) years' full time experience must have been in an administrative and supervisory role.
Salary/Hours	Depends on Qualifications
Employer/Agency	HARRIS COUNTY
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, TX 77002
Contact Person	Human Resources
Telephone Number	713-274-5444
Email Address	employment@bmd.hctx.net
Application Method	Apply online: http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&JobID=1623325
Opening Date	01/05/17

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