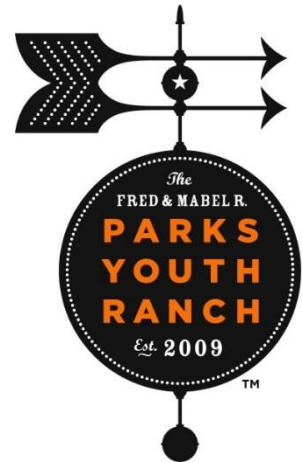


Job Title: Shelter Administrator
Department: Residential
Reports To: Parks Youth Ranch Executive Director
FLSA Status: Exempt



Summary

The Shelter Administrator is responsible for overall administration, operation and management of the shelter program.

Essential duties and responsibilities include the following. Other duties may be assigned as necessary.

- Oversees all staffing and supervision of the services to meet the resident's needs.
- Responsible to ensure employees are in place to handle emergencies and that all youth in care are properly supervised.
- May delegate functions to the staff supervisor to promote maximum efficiency.
- Maintains confidentiality and other responsibilities listed in governmental laws and regulations, as well as Parks Youth Ranch policies and procedures.
- Responsible for day to day coordination and enforcement of Texas Residential minimum standards and Parks Youth Ranch policies.
- Staying abreast, making recommendations, and implementing new standards into Parks Youth Ranch policies and procedures.
- Monitoring and maintaining records regarding state compliance for audit.
- Evaluation and recommendation of employees.
- Negotiating conflict between all parties affected. Developing and maintaining positive staff morale.
- Completing and forwarding personnel information to Human Resources.
- Maintaining proper staffing ratios.
- Evaluating staff needs and developing a staff development plan.
- Overseeing development of trainings.
- Be aware of trends in the child welfare industry.
- Develop a positive relationship with state, regional, and local child placing entities.
- Monitor and approve petty cash expenditures and reports.
- Regularly attend and conduct staff meetings.
- Supervise treatment planning and progress of clients.
- Responsible for corrective action when needed.
- Ensure all deadlines are met by all staff members.
- Attends trainings and meetings as required.
- Shares/transmits the mission and vision of Parks Youth Ranch to staff and to clients and families served.

SUPERVISORY RESPONSIBILITIES

Responsible for direct and indirect supervision of Staff Supervisors, Therapists, Clinical Support Specialists, Residential Counselors, Cooks, Maintenance Workers, and Housekeepers. Responsibilities may include interviewing, recommendations for hiring, and training employees; planning, assigning and directing work; appraising performance, recognizing staff performance and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, LICENSURE AND/OR EXPERIENCE

The Shelter Administrator must be a licensed Child Care Administrator. Master's Degree in social work or related field and licensure (LGSW, LGPC, LCSW-C, LCPC). At least five (5) years of experience working with children in the child welfare industry and three (3) years of progressive supervisory and administrative experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the ministry.

MATHEMATICAL SKILLS

Ability to apply basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with occasional variables.

OTHER REQUIREMENTS

Valid driver's license, appropriate insurance and reliable car.

Must submit to and pass a pre-employment drug test.

Must submit to and pass random drug tests during employment.

Must successfully pass all background screens as required by the state.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee will be required to have repetitive use of their feet and hands. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may have occasional contact with cleaning solvents, aromatics and nuisance dusts.

Other physical requirements specific to this job:

- Occasionally required to lift/carry up to 50 lbs.
- Occasionally required to push/pull up to 50 lbs.
- Occasionally required to climb stairs
- Occasionally required to bend and/or stoop
- Occasionally required to kneel and/or crouch

Key: *Constantly: (67-100%) 6-8 hours* *Frequently: (34-66%) 4-6 hours* *Occasionally: (0-33%) 1-3 hours*

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT. I AGREE THAT NO CONTRACT IS INTENDED.

Employee's Signature

Date

Supervisor's Signature

Date