

Job Title	Program Director- Galveston, TX
Employer/ Agency	The Children's Center Inc.
Job Description	<p>The Program Director will be responsible for operational managerial, operational and administrative duties relating to the program. All duties will be performed based on supervisory training, with minimal supervision. The Program Director is directly supervised by The Children's Center Inc. CEO or designee and is subject to work overtime and be on-call 24-7.</p> <p>Ensure all contractual requirements and grant-specific financial requirements are met; Coordinate interagency relationships between the various entities involved in the program including all funding sources and contracting agencies; Adhere to and implement terms of the contract in accordance with the funding source and The Children's Center Inc. policies and procedures; Provide staff training in the various requirements of the project; Participate as a member of the multi-disciplinary treatment team responsible for case management and care of the youth in the program; Comply with the agency and respective program policy and procedure manuals; Manage and coordinate the activities of a local advisory council and have extensive involvement in both community and public relations; Maintain confidentiality in all areas of client and program operations; Maintain professional and ethical standards as prescribed by The Children's Center Inc. Comply with all licensing standards as well as funding source guidelines.</p> <p>SPECIFIC DUTIES AND PERFORMANCE STANDARDS</p> <p>Career Development</p> <ol style="list-style-type: none"> 1. Attend and participate in all required professional training and workshops to enhance professional skills. 2. Monitor and evaluate program operations and services to maintain quality care for youth and families. 3. Maintain open and consistent communication with Regional Vice President regarding all incidents within twenty-four (24) hours. 4. Monitor and maintain performance standards for clinical and case management services in compliance with The Children's Center Inc., licensing and funding source policies and procedures. 5. Develop and maintain rapport with the funding source and other involved agencies to ensure communication 6. Develop and/or submit reports to Corporate office within appropriate timelines. 7. Execute the duties as Grievance/Complaint Coordinator to ensure program compliance. 8. Develop and coordinate the activities of a local advisory council to ensure community involvement in the program and to enhance service delivery. <p>Personnel and Recruitment</p> <ol style="list-style-type: none"> 9. Participate in grievance and/or disciplinary reviews as per chain of command. 10. Monitor and promote professional training and workshops for all staff. 11. Initiate and maintain effective communication with all program staff members. <p>Quality Control</p> <ol style="list-style-type: none"> 12. Monitor program to ensure all licensing and contractual standards are met and that program operates within established guidelines. 13. Participate as member of multi-disciplinary staffing team to ensure quality

	<p>care to youth in program.</p> <p>Program Budget</p> <p>14. Prepare and manage program budget and approve all corresponding expenditures.</p> <p>15. Monitor and evaluate population data to be submitted to funding source personnel.</p> <p>16. Ensure all billings, reports and forms are submitted to corporate office complete, correct and on time.</p> <p>Facility Operations</p> <p>17. Ensure that facility appearance meets standards as set by The Children's Center Inc. and that program staff have adequate resources with which to meet those standards.</p>
Qualifications	<p>Bachelor's degree in a social service or related field, with a total of five (4) years supervisory/administrative experience or a Masters degree in social services or related field, with a total of two (2) years supervisory/administrative experience with troubled youth. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval of the Deputy Executive Director. Bilingual in Spanish or Mandarin Chinese preferred.</p> <p>ADDITIONAL REQUIRED EXPRIENCE</p> <p>Supervisory experience in monitoring and quality assurance of behavior/case management, budget management, personnel management, conflict resolution, cultural diversity awareness, overall office management, group or family counseling, youth services, residential, educational or institutional settings and advocacy. Preferred computer literate with working knowledge of Microsoft Windows (Word Perfect, Microsoft Word, Excel). Must possess a valid state driver's license.</p>
Salary/Hours	Salary negotiable
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
Fax Number	409-765-6094
Email Address	hr@tcc1878.org
Application Method	e-mail
Opening Date	4/5/2016

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