**Job Title**  
Shelter Administrator

**Employer/ Agency**  
Parks Youth Ranch, Inc.

**Job Description**

**Summary**
The Shelter Administrator is responsible for assistance in administration, operation and management of the shelter program. To include management of direct care staff and oversight of resident staff relations.

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

- Oversees staffing and supervision of the services to meet the residents’ needs.
- Responsible for ensuring 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.
- Responsible for daily 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.
- Oversees the administration and management of medication administration, to include knowledge of psychopharmacology.
- Supervise treatment planning and progress of clients.
- Evaluation and recommendation of employees.
- Negotiating conflict resolution between all parties affected whether staff or resident.
- Developing and maintaining positive staff morale.
- Completing and forwarding personnel information to Human Resources when necessary.
- Maintaining proper staffing ratios.
- Overseeing development of training and staff development.
- Attends and/or conducts training and staff meetings as required.
- Responsible for corrective action when needed.
- Shares/transmits the mission and vision of Parks Youth Ranch to staff, clients and families served.

**SUPERVISORY RESPONSIBILITIES**

Responsible for direct and indirect supervision of:

- Staff Supervisors.
- Case Managers
- Kitchen Staff
- Program Coordinators

Responsibilities may include 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 have a degree in social work, criminal justice or other related field. Administrative knowledge in mental health is critical in the success of the children served. The following licensures are suggested: LCCA, LMSW, LGSV, LGPC, LCSW-C, LCPC. At least three (3) years of experience working with children in the child welfare industry and two (2) years of progressive supervisory and administrative experience.

**OTHER REQUIREMENTS**

- Valid driver’s license. appropriate car insurance for a reliable car.
- Must submit to and pass a pre-employment drug test.
- Must submit to and pass random drug tests during employment.
- Must submit a negative tuberculosis skin test result prior to employment.
- Must successfully pass all background screens as required by the state.

**Salary/Hours**

$55,000 - $60,000 annually based on licensure and experience working with youth.

**Address**

11614 FM 361

**City, State, Zip**

Richmond, TX  77469

**Contact Person**

Jada Bratton

**Telephone Number**

(281) 392-5794 ext. 1612

**Email Address**

jbratton@parksyouthranch.org

**Application Method**

Interested candidates should email their cover letter, resume/CV to admin@parksyouthranch.org.

**Opening Date**

Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.