

<b>Job Title</b>	Shelter Administrator
<b>Employer/ Agency</b>	Parks Youth Ranch
<b>Job Description</b>	<p><b>Summary</b> The Shelter Administrator is responsible for overall administration, operation and management of the shelter program.</p> <p><b>Essential duties and responsibilities include the following. Other duties may be assigned as necessary.</b></p> <ul style="list-style-type: none"> <li>• Oversees all staffing and supervision of the services to meet the resident's needs.</li> <li>• Responsible to ensure employees are in place to handle emergencies and that all youth in care are properly supervised.</li> <li>• May delegate functions to the administrative team to promote maximum efficiency.</li> <li>• Maintains confidentiality and other responsibilities listed in governmental laws and regulations, as well as Parks Youth Ranch policies and procedures.</li> <li>• Responsible for day to day coordination and enforcement of Texas Residential standards and Parks Youth Ranch policies.</li> <li>• Staying abreast, making recommendations, and implementing new standards into Parks Youth Ranch policies and procedures.</li> <li>• Monitoring and maintaining records regarding state compliance for audits.</li> <li>• Evaluation and recommendation of employees.</li> <li>• Negotiating conflict between all parties affected. Developing and maintaining positive staff morale. Completing and forwarding personnel information to Human Resources.</li> <li>• Maintaining proper staffing ratios.</li> <li>• Evaluating staff needs and developing a staff development plan.</li> <li>• Overseeing development of trainings.</li> <li>• Be aware of trends in the child welfare industry.</li> <li>• Develop a positive relationship with state, regional, and local child placing entities.</li> <li>• Monitor and approve petty cash expenditures and reports.</li> <li>• Regularly attend and conduct staff meetings.</li> <li>• Supervise treatment planning and progress of clients.</li> <li>• Responsible for corrective action when needed.</li> <li>• Ensure all deadlines are met by all staff members.</li> <li>• Attends trainings and meetings as required.</li> <li>• Shares/transmits the mission and vision of Parks Youth Ranch to staff and to clients and families served.</li> <li>• May be responsible for direct care duties during staffing shortage to ensure proper supervision and licensing ratio. Cross training is required for such duties. Please see the attached job description for further details.</li> </ul> <p>Responsible for direct and indirect supervision of Staff Supervisors, Therapists,</p>

	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.
<b>Qualifications</b>	The Shelter Administrator must contain an Active Licensed Child Care Administrator license verified by the State of Texas' Health and Human Services . Bachelor's Degree, or 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.
<b>Salary/Hours</b>	\$55,000 - \$60,000 annually based on licensure (Licensed Child-Care Administrator) and experience working with youth.
<b>Address</b>	11614 FM 361 Rd
<b>City, State, Zip</b>	Richmond, TX, 77469
<b>Contact Person</b>	Jada N. Bratton, Executive Director
<b>Telephone Number</b>	281-392-5794 ext 1612
<b>Email Address</b>	<a href="mailto:Admin@Parksyouthranch.org">Admin@Parksyouthranch.org</a>
<b>Application Method</b>	Interested candidates should email their cover letter, resume/CV to <a href="mailto:admin@parksyouthranch.org">admin@parksyouthranch.org</a> .
<b>Opening Date</b>	Immediately

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