



Position: Executive Director

Company: Boys' Haven of America, Inc.

Location: Beaumont, TX

Overview:

- Supervision and on-site administrative responsibility for the overall operation of Boys' Haven
- Manages Boys' Haven program and facilities in alignment with the mission, policies, and procedures of Boys' Haven and in accordance with Federal, State, and local laws, regulations, and guidelines as well as contract and licensing requirements and standards when applicable
- Reports directly to the Executive Committee of the governing body

Responsibilities:

- Manages staff to ensure the supervision and the provision of child-care services meets needs of the residents in care
- Implements that an on-call system in place to ensure that a professional staff member is available to provide guidance in handling emergency situations
- Enforces operational compliance according to the policies adopted by the governing body and with applicable rules of this chapter (Chapter 42 of the Human Resources Code, Chapter 745 of this title) and other applicable state and federal laws
- Provides direction to the Program Administrator in the design and implementation of a quality childcare program, including program activities for residents to be available and designed to meet the developmental needs of the children
- Directs processes of employee selection, review, evaluation, and termination
- Ensures that the training of all staff is in keeping with the standards set forth by DFPS licensing and contract; this includes staff meetings, special training opportunities and securing in-house training by specialists in various fields relating to childcare
- Exercises final authority on intake and discharge of any child in care or considered for care, as needed
- Attends all Board of Directors meetings, makes reports as requested by the Board and assists with the responsibility for fund raising as directed by the Board
- Oversees all public relations, long range planning, and program expansion
- Designates an employee to be responsible for the overall administration of the program during his/her absence; this person must be part of the Professional Staffing Team and when available, a Licensed Child Care Administrator

Requirements:

- Licensed Child Care Administrator according to Chapter 43 of the Human Resources Code and Subchapter N of Chapter 745 of this title
- Meet the qualifications established by the Board of Directors.
- Current permit issued by the Residential Child Care Licensing division of the Texas Department of Family and Protective Services