

Program Director/LCPAA Administrator

Job Description

SUMMARY: Responsible for overall administration, operations, and management of Hope Rising clinical programs and services.

OBJECTIVES

Supervise Foster Care and Clinical Team

- Provide day-to-day supervision and administrative expertise for all clinical and foster care staff.
- Adhere to the best Human Resource practices in personnel matters, including hiring, assigning duties, training, supervision, evaluation of employees, and separations.
- Create and oversee the onboarding program orientation and on-the-job training of new staff.
- Review and create, if necessary, a Clinical Policy and Procedures Handbook in full compliance with mandated rules and regulations, and Minimum Standards.
- Ensure coverage for day-to-day activities as well as emergency situations.
- Create and evaluate the effectiveness of Hope Rising's systems of care.
- Create standards to prevent possible challenges between staff, foster parents, external stakeholders, and mediate if necessary.
- Oversee the creation, planning, programming, budgeting, and execution of the Strategic Plan for the Foster Care services.
- Oversee the development and scheduling of all pertinent professional training for all staff.
- Advocate and practice cultural sensitivity and responsiveness in all day-to-day interactions.
- Develop, promote, and practice teamwork in all activities.
- Ensure that the clinical team including subcontractors complies with all reporting protocols in a timely manner and with validity, i.e. Tsheets, KaleidaCare etc.
- Report any/all suspecting abuse or neglect to the Administrator on duty and the DFPS hotline at www.txabusehotline.org or 1-800-252-5400.
- Represent Hope Rising's programs at community events and functions.
- Recommend and create new and innovative programming for the foster families and community at large. Present logic models collect data and pilot programs.
- Seek opportunities for the revenue sources via technical and programmatic services to the community of peers and larger public.

Oversight of foster homes and children/youth in care

- Provide crisis intervention as needed to prevent escalation of high-risk behavior, relapse, hospitalization, placement disruption, and other undesirable outcomes for children.
- Develop and maintain an “on-call” schedule to ensure continuous support and supervision of foster homes and the children/youth in care can be provided.
- Create strategies to facilitate foster families’ recruitment, vetting, screening, and training. Participate in foster families’ recruitment.
- Supervise case managers in developing and maintaining high quality therapeutic plans for children and systematic support for foster families.
- Enter and update child and family information into the Hope Rising data management systems.
- Ensure all deadlines are met by all Foster Care and Clinical staff members.

Compliance responsibilities

- Ensure that the Hope Rising complies with applicable rules of Residential Child Care Licensing, Residential Contracts, Youth for Tomorrow, OOG Contract and others. Procedures.
- Complete documentation and create reports containing descriptive, analytical, and evaluative content.
- Cooperate with all monitoring entities for reporting and investigations.
- Maintain confidentiality and other responsibilities listed in governmental laws and regulations, as well as Hope Rising’s Policies and Procedures.
- Stay informed, make recommendations, and implement new and best practices and standards in administration of foster care programs .
- Monitor and maintain records regarding state compliance.
- Develop a positive working relationship with state, regional, and local referral entities.
- Other duties as assigned.

GRO (Stabilization and Assessment Center) clinical team development, oversight and management responsibilities

- Complete the preparation of the application for the GRO license for New Caney.
- Create and timely submit all compliance reports related to the clinical operations of Stabilization and Assessment Center.
- Develop the clinical organizational chart: recruit, train and evaluate clinical staff.
- Create solutions for safety and prevention of clinical emergencies.
- Create a Risk Management policy for SAC and methodology of execution in crisis.
- Create the Strategic Plan for Stabilization and Assessment Center to comply with the core mission of Hope Rising.

- Evaluate and suggest ways to qualitatively and quantitatively improve the delivery of clinical services.
- Participate in presentations and events to promote SAC among the community stakeholders.
- Other duties as assigned.

Qualifications

Required Qualifications & Experience

- Current as a Licensed Child Placing Agency Administrator (LCPAA).
- A master's degree from an accredited college or university is preferred.
- 5 - 7 years of successful experience with foster care programs is required.
- 3 - 5 years of progressive and successful supervisory and administrator experience is required.
- Detail oriented, thorough, reliable, and trustworthy.
- Experience working within complex systems and establishing and maintaining relationships with vital community stakeholders is required.
- Persuasive communicator with exceptional written and oral skills.
- Solutions and results oriented professional.
- Mentor to the clinical staff in content and management of programs.
- Self-motivated and caring leader with a strong work ethic is sought!

This sacred mission is guiding our Board of Directors and staff in providing the best quality services and programs for our foster families and foster children. While the headquarters are in Brenham, TX, an imminent move to Houston is planned. Remote work is negotiable.

Hope Rising provides a competitive salary and a benefits package inclusive of health insurance, dental and vision insurance, IRA match, life insurance, cell phone use and an inspiring mission and place to work.

To apply for this position, please send your cover letter, salary range and a resume to careers@hoperisingusa.org. The applications without requested information will not be reviewed. No phone calls, please.