

Program Manager/LCPAA

Job Description

SUMMARY

Responsible for overall administration, operations, and management of Hope Rising's Foster Care program.

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.
- 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.
- Advocate and practice cultural sensitivity and responsiveness in all day-to-day interactions.
- Develop, promote, and practice teamwork in all activities.
- 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.

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.

- 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 may be assigned.

Required Qualifications & Experience

- Current as a Licensed Child Placing Agency Administrator (LCPAA).
- A master's degree from an accredited college or university is preferred.
- A bachelor's degree from an accredited college or university in social work or other human services field with at least 5 years of related experience in foster care, residential childcare, or a closely related field is required.
- 7 - 10 years of successful experience with foster care programs is required.
- 3 - 5 years of progressive and successful supervisory and administrator experience is required.
- Experience working within complex systems and establishing and maintaining relationships with vital community stakeholders is required.
- Self-motivated and caring leader with a strong work ethic is sought!

Hope Rising is a 501 c 3 religious nonprofit organization dedicated to providing therapeutic long-term care to minor survivors of sex trafficking. This sacred mission is guiding our Board of Directors and staff in providing the best quality services and programs for our foster families and children. While the headquarters are in Brenham, TX, there will be an imminent move to Houston, TX. This position may be part remote.

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 place to work.

To apply for this position, please send your cover letter, salary range and a resume to careers@hoperisingusa.org.