



Job Title: Program Director, Licensed Child Placement Agency Administrator
Department: Hope Rising
Reports to: CEO
Pay Range: \$63,000 - \$73,000 annual
FLSA Status: Exempt

Summary

The Program Director, LCPAA is 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, and budgeting and executive 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 the clinical team including subcontractors comply with all reporting protocols in a timely manner and with validity, i.e., TSheets, Kaleidacare, etc.
- Report and all suspecting abuse or neglect to the administrator on duty and the DFPS hotline at www.txabusehoteline.org or 1-800-252-5400
- Represent Hope Rising at community events and functions
- Seek opportunities for revenue sources via technical and programmatic services to the community of peer 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
- Create strategies to facilitate foster families' recruitment, vetting, screening, and training. Participate in foster families' recruitment
- Supervise case managers in developing and maintain high quality therapeutic plans for children and systematic support for foster families.
- Enter and update child and family information into Hope Rising's data management systems
- Ensure all deadlines are met by all Foster Care and Clinical staff members

Compliance Responsibilities

- Ensure Hope Rising complies with applicable rules of Residential Child Care, Licensing, Residential contracts, Youth for Tomorrow, OOG contract and others.
- 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 SAV 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 presentation 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)
- Master's degree from an accredited college or university preferred
- Bachelor's Degree in Social Work from an accredited college or university is required
- 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 clinical staff in content and management of programs
- Self – motivated and caring leader with a strong work ethic is sought

OTHER REQUIREMENTS

- Valid Texas driver's license, appropriate insurance, and reliable car.
- Must submit to and pass a pre-employment drug test.
- Must submit to pass random drug tests during employment.
- Must successfully pass all background screens as required by the state.

The 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. Hope Rising is headquartered in Houston, Texas.

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, resume and salary requirements to carrers@hoperisingusa.org. Applications without requested information will not be reviewed. No phone calls, please.