

JONATHAN'S PLACE

Director of Residential Programs

6065 Duck Creek Drive,

Garland, TX 75043

Jonathan's Place is accepting applications for the **Director of Residential Programs (LCCA)**. This individual is responsible for the day-to-day operations and management of residential program operations and direct care to youth. Jonathan's Place residential operations consists of three programs (Emergency Shelter, Girls Therapeutic Program, Transitional Living Program) with a total of 28 beds. The Director of Residential Programs is responsible for establishing and directing all aspects of General Residential Operation activities and services to meet the social, emotional, physical, psychological, and mental health well-being of the youth in accordance with Agency and licensing standards and other federal, state, and local regulatory requirements.

Director of Residential Programs is a full time salaried position, evenings and weekend (as needed) hours for agency and youth needs. We offer a comprehensive benefits package including health coverage, 401k, and other ancillary benefits. Submit cover letter, resume, and salary requirements to emosman@kidnet.org.

Responsibilities:

- Provide oversight and leadership in developing and implementing policies and procedures in accordance with Agency and licensing standards and contract and funding requirements
- Plan, coordinate, and ensure adequate staffing to meet ratio requirements in accordance with licensing standards; create and foster a positive work environment to ensure staff has the empowerment and support
- Maintain an active presence throughout the campus to ensure Agency policies, resident needs, and licensing standards are being met; monitor service delivery and make recommendations for improvement
- Ensure regular and ongoing communication is delivered to direct care staff related to program goals, services, and issues related to resident treatment, including but not limited to changes and updates
- Complete weekly, monthly, quarterly, and year-end reports to meet both internal and external program requirements in a timely manner
- Oversee and monitor case records and files and other forms of documentation to ensure all internal and external reporting standards and requirements are met; ensure all program staff is aware and adheres to the proper documentation procedures for case records and files and other forms of documentation
- Regularly review the well-being and safety of the youth
- Provide support and intervention in crisis situations using established Agency policies
- Respond to crisis situations in a timely manner; provide support and coaching to all staff prior to and after dealing with a crisis
- Work in collaboration with interdisciplinary and treatment teams to develop, implement, and evaluate youth behavior and treatment plans
- Monitor, review, and make recommendations for program improvements
- Build and maintain cooperative working relationships with management, program staff, interdisciplinary teams, volunteers, and service providers to ensure the needs of the youth, program goals and services are being met at the highest quality
- Work closely with management team to interview and hire; arrange for external training and provide and/or coordinate in-service training for staff development

Minimum Qualifications

- Bachelors' degree in Social Work, Counseling, Psychology, or closely related field
- 3 years' experience in program development and management
- 1 years' supervisory or management experience
- Must have valid TX driver license and auto insurance to be designated as an authorized driver
- Experience working in residential programs, highly preferred
- Licensed Child Care Administrator or ability to take the test within 90 days of hire