



Short Term Residential Therapeutic Program Administrator

Job Description

Position Description: The Short Term Residential Therapeutic Program Administrator provides oversight of multiple areas and partners with the Executive Director to ensure that all regulations and program requirements are being implemented as intended. The STRTP Administrator is to ensure that the facility operates according to all federal, state, and local health regulations and that they provide a safe and therapeutic or positive environment for residents. The STRTP Administrator monitors the progress of residents from the time of admission throughout their time at the facility. The Administrator will be on site at the facility engaging in the below job duties at least twenty hours per week.

Primary Job Duties:

- Directing and evaluating the facility by holding responsibility for the management of the facility and supervision of the staff providing direct services. Two hours per week.
- Preparing the facility's budget and managing expenditures in collaboration with GNB executive leadership. Three hours per week.
- Organizing the work of the facility and delegating responsibilities to staff, including development of staffing calendars/schedules, structured outings and therapeutic activities for youth. Four hours per week.
- Assessing the facility's operations/program and reporting on program challenges and interventions to organizational leadership. Given that reportable issues are rare, it is anticipated that the administrator spends less than ½ hour per week on this activity.
- Recruiting, appointing, evaluating, and terminating staff. Two hours per week.
- Developing a plan for the orientation, development, and training of staff in accordance with applicable licensing standards. Three and one-half hours per week.
- Reviewing complaints made by children or their authorized representative(s), resolving complaints whenever possible by deciding upon the action to be taken to handle the complaint. One and one-half hours per week.
- Developing the written policies, procedures, and practices for continuous quality improvement (CQI) in collaboration with the quality improvement committee and the organizational leadership. One and one-half hours per week.
- Direct observance, interaction, and guidance of staff, children, and other individuals, as necessary, to ensure the quality of care for children and program services. Three and one-half hours per week.
- Any other duties that may be necessary to manage and administer GNB's Filbert House. One-half hour per week is spent on other duties as necessary.



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Position Specifications:

Minimum Experience Requirements:

- Be a qualified and certified Group Home Administrator prior to January 1, 2017 or have a master's degree in behavioral science from an accredited institution of higher learning, plus two years of employment as a social worker in an agency serving youth
- Or have a bachelor's degree from an accredited institution and at least three years of administrative or supervisory experience over social work, direct care or support staff providing direct care services to youth in a facility with a licensed capacity of 6 or more
- Or have completed at least two years at an accredited institution of higher learning, plus at least five years administrative or supervisory experience over social work, direct care or support staff providing direct services to children in an agency or facility with a licensed capacity of 6 or more
- Must be at least 25 years old
- Must possess a current Administrator Certificate issued from the California Department of Social Services
- Must have at least a high school diploma or pass a general educational development test (GED)
- Knowledge of the requirements for providing the type of care and supervision needed by the residents, including the ability to communicate with residents
- Knowledge and ability to comply with applicable laws and regulations
- Ability to maintain or supervise the maintenance of necessary records
- Ability to manage and supervise the work of others
- Ability to recruit, employ, train and evaluate qualified staff and to terminate employment of staff if applicable to the facility
- Good written and oral (English) communication skills
- Ability to work as a team member and to represent the company in a positive manner
- Valid California driver's license and proof of a good driving record (as evidenced by a DMV printout) in order to drive GNB vehicles and or transport residents or valid California Identification card (if they do not plan to drive or have a driver's license).
- Ability to participate and complete at least 40 hours of classroom hours of continuing education during the two-year certification period.
- Must possess a valid First Aid/CPR card prior to employment



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- Must possess a current California Driver's License
- Must be in good health which will be verified by a physical health screening, including a test for tuberculosis
- Must pass a criminal record clearance and fingerprinted through Live Scan
- Ability to do the work of others, when applicable

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is required to:

- Regularly talk or hear up to 8 hours a day;
- Regularly sit, type, and use the mouse up to 8 hours a day;
- Regularly sit and stand from chair up to 20 times a day;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally stand, walk, use hands to finger, handle or feel, and reach with hands and arms;
- Manipulate medical/adaptive equipment and devices when the situation arises.
- Kneel, crouch, squat, crawl, and twist upper body, grasp, and run, in order to perform essential duties of this position.
- Possess the ability to provide intervention during crisis situations;
- Occasionally climb stairs and/or take elevator;
- Occasionally get in and out of car up to 6 times a day;
- Occasionally drive in dry and wet weather, usually during day light hours, but occasionally in the evening hours; and

Work Environment:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work indoors/outdoors in all types of weather conditions, dependent on resident's needs.
- Work under conditions of possible assaultive behaviors of consumers.



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Greater New Beginnings Youth Services is proud to be an equal opportunity employer. Employment, evaluations and wages are based on the qualifications of an applicant and her/his ability to perform the duties listed in this job description without regard to race, religious creed, gender, national origin, ancestry, disability, age, marital status, sexual orientation, medical condition or any other characteristic protected from discrimination by federal, state or local law. Program staff, consultants, and volunteers are screened according to internal and national standards and practices.

My signature acknowledges that I have received, read and understand the content of this job description.		
Signature	Print Name	Date