

Children of the Immaculate Heart

JOB DESCRIPTION

Position: Facility Administrator

FLSA Status: Exempt

Job Summary:

It is the responsibility of the Administrator to supervise the daily management of the agency's licensed STRTP facilities.

The Administrator is given authority by the agency's governing body to implement, evaluate, and ensure consistent application of policy and procedure within the STRTP facility. Of highest priority is the safety of residents and the staff. The Administrator is also responsible for curb appeal, interior cleanliness, maintenance, and overall appearance of the home and property. In addition, the Administrator is responsible for the quality and effectiveness of the treatment milieu.

Essential Duties and Responsibilities:

Specific duties and responsibilities that the Administrator will be held accountable for include but are not limited to:

1. Residential Management

1. Accountable for budget compliance and petty cash reconciliation.
2. Accountable for staff schedules and attendance.
3. Accountable for compliance to CDSS / CCL regulations
4. Accountable for a safe work and living environment
5. Accountable for the consistent application of company policies and procedures
6. Accountable for up-to-date Resident Files
7. Administer the Point/Level System with staff and residents
8. Development of treatment activities.
9. Supervise Development Groups and assist with Life Skills curriculum
10. Assist with intake and discharge events/tasks
11. Attend the weekly Treatment Team meeting
12. Supervise follow up on the medical needs of each resident

2. Human Resource Management

1. Recruitment and hiring of capable staff along with the CEO
2. Orientation of new staff
3. Maintain up-to-date Personnel Files
4. Administer annual performance appraisals
5. Motivate and monitor in-service training hours for each employee
6. Administer performance warnings and discipline as needed
7. Review and approve all timesheets
8. Maintain records for all employees PTO

3. Food Service Management

1. Supervise grocery shopping
2. Accountability for menu compliance and snack provisions
3. Assist with food preparation

4. Social Activities Management

1. Develop and maintain recreational programming for all residents.
2. Accountable for a posted weekly/monthly recreational schedule.
3. Supervise events and activities that foster social skills

5. Housekeeping Management

1. Develop and maintain a cleaning schedule with resident chores
2. Accountability for “curb appeal”
3. Accountability for interior home cleanliness
4. Supervise the purchase of cleaning products

4. Facility and Transportation Maintenance Management

1. Accountable for reporting house maintenance/repair needs
2. Accountable for the cleanliness and operating condition of facility assigned vehicles
3. Report inspections and concerns to Maintenance Supervisor as scheduled or as needed
4. Direct staff on repair issues not requiring the Maintenance Supervisor (i.e. changing light bulbs, plunging a toilet, etc.)

5. Marketing & Recruiting Management

1. Assist in the recruiting efforts for residents.
2. Accountable for admission process of new residents.
3. Assist in the discharge plan process.

6. Risk Management

1. Accountable for application of all safety policies by the company and the state regulating agencies.
2. Accountable for monthly fire drills.
3. Accountable for having personnel prepared with the agency’s *Emergency and Disaster Plan*.

Principal Interactions:

The primary relationships include the CEO, the Assistant House Manager, Childcare Workers, the Teacher, the Teacher's Assistant, and the Therapist.

Qualifications:

The position of Administrator requires a minimum of a Bachelor's Degree in a Human Services related field and 3 years of administrative or supervisory experience.

Authority Level:

Facility Administration & Management

Supervisor:

Chief Executive Officer (CEO)

Language Skills:

Ability to read, analyze, and interpret all company policies and House Manuals. Ability to write clearly. Ability to effectively present information and respond to questions from residents, other child care workers, staff, and administration. Ability to speak Spanish is a benefit.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.

Required Certificates, Licenses, Registrations:

- California Administrator Certification
- A valid driver's license from the state of California
- First Aid certified or ability to become certified within two (2) months of employment
- Medication Management certified

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, and talk or hear. The employee must occasionally lift and /or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job: occasional exposure to uncontrolled physical behaviors of a resident such as screaming, kicking, or throwing objects.