



## URBAN STRATEGIES JOB DESCRIPTION

**Job Title:** Program Director, LCCA Pasadena, TX  
**FLSA Status:** Full Time, Exempt  
**Program:** Residential Services  
**Reports to:** Governing Body

### Organization Overview

Urban Strategies was founded to tool, connect, and resource grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within vulnerable youth and families. Through a range of culturally and age-appropriate programs, initiatives, and services, our desire is to see individuals, families, and communities realize their fullest potential through partnership with faith and community-based organizations indigenous to the community. Our goal is to keep children safe and secure, provide social and emotional development opportunities and connect them to specialized community resources to increase their physical, mental, emotional and spiritual wellbeing.

### SUMMARY

The Program Director, LCCA is responsible for overall administration, operation and management of the emergency services program.

### ESSENTIAL FUNCTIONS

Under the direction and guidance of the Governing Body, the person in this position is responsible for the planning, organizing, staffing, motivating, directing, and management of an agency committed to serving the at-risk youth under its care.

The Program Director communicates regularly with the Governing Body through written reports, attendance at Governing Body meetings, participation in Governing Body activities and contact with individual Governing Body members. He/she has primary responsibility for communication with the Governing Body regarding the current status of services being offered and the development of new programs. As the administrative leader of the agency, he/she has primary responsibility for assuring that administrative functions are accomplished through a defined administrative structure.

The person in this position serves as the leader of the administrative team and provides the direction and supervision necessary for other administrative personnel to accomplish their assigned duties.

### POSITION SPECIFIC DUTIES AND RESPONSIBILITIES:

Subject to the approval of the Governing Body, the Program Director:

- Provides daily supervision and on-site administrative responsibility for the overall operation:
  - Responsible for or assigns responsibility for:

- Overseeing staffing patterns to ensure the supervision and the provision of child-care services that meet the needs of children in care;
- Ensures safety and well-being of the children in care by reporting any issues of abuse or neglect suspected or witnessed
- Ensuring the provision of planned but flexible program activities designed to meet the developmental needs of children;
- Having a system in place to ensure an employee is available to handle emergencies;
- Assigning tasks to caregivers that do not conflict or interfere with caregiver responsibilities;
- Administering and managing the operation according to agency policies;
- Ensuring that the operation complies with applicable licensing and contracting regulations, laws and best practices;
- Ensures a child in care does not act as a caregiver; and
- Ensures persons whose behavior or health status presents a danger to children are not allowed at the operation.
- Develops and maintains community contacts, focusing on those networks appropriate to the organization's focus of service.
- Maintains political awareness and connections within the context in which the organization does business.
- Continually evaluates and responds positively to the ongoing needs of the organization.
- **Performs other duties as required/assigned.**

#### **Physical Responsibilities:**

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Occasional lifting of fifty (50) pounds is required and must be able to push/pull up to fifty pounds horizontally.

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 if the staff disability does not create an undue risk of injury.

#### **MINIMUM QUALIFICATIONS**

- Licensed Child-Care Administrator (LCCA) required.
- Graduate from an accredited college or university with a Bachelor's degree is required.
- Two years of full-time child care experience in a residential child care setting, to include one year of management/supervisory experience of staff and programs is required.
- A graduate degree may be substituted for the required experience up to one year.
- Excellent oral and written communication skills.
- Working knowledge of local community resources.
- Advance knowledge of MS Office Suite.
- Must have Valid Driver's License, Personal Vehicle and Liability Insurance required.

#### **PREFERRED QUALIFICATIONS**

- Graduate Degree in Social Work, Family Services or Counseling

- Strong background in working with the Texas State Department of Protective Family Services
- Bi-lingual in English/Spanish

**Special Considerations:**

Other employment requirements include the following:

1. All employees must pass a mandatory criminal background check prior to hiring and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.
3. Food Handlers Certification Card.

***Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.***

**To Apply:**

- Please send resume and application to [HR@urbanstrategies.us](mailto:HR@urbanstrategies.us).
- Position will be open through August 1, 2017 or until position is filled.
- Application can be downloaded at: <http://www.urbanstrategies.us/careers>
- Questions can be directed to Carla LaFayette at 509. 475-1961.