

- I. Job Title: STRTP Facility Administrator
- II. Job Description: This individual is responsible for all first line supervision in maintaining STRTP operations and ensuring the delivery of trauma-informed care. Duties include, but are not limited to: Personnel, Facility, Transportation, Fiscal, Program and Treatment Content, and Compliance with related regulations.
- III. Qualifications:
  - A. MA degree in a behavioral science, plus two years of employment as child social worker; or BA degree, plus 3 years administrative or supervisory experience over social work/direct child care staff; or Two years at accredited college, plus five years administrative/supervisory experience over social work/direct child care staff; or be a qualified and certified group home administrator prior to January 1, 2017.
  - B. All Minimum CFLC employment requirements.
  - C. A history of increasing leadership responsibilities and supervisor duties
  - D. Talents necessary to maintain an efficient, organized and effective STRTP program
- IV. General Responsibilities:
  - A. Clients – Leader in implementation of behavior modification program. Enacts and reviews all disciplinary actions. Implements motivational strategies for clients, and ameliorates complaints or grievances.
  - B. Personnel – Schedules employees to provide care and supervision to clients according to activities and requirements. Orienting and training employees in STRTP policy and procedures. Maintain staff results by coaching, counseling and disciplining employees; planning and performing performance evaluations including documenting information related to attendance, performance management, corrective action, claims of harassment or discrimination, and reports of workplace accident, injury and safety violations..
  - C. Facility – maintains group homes by inspecting and monitoring homes to be in compliance with licensing agencies. Makes recommendations for improvements.
  - D. Accountability – assesses operations, makes recommendations for improvements, reports identified problems.
  - E. Transportation – Ensures operation of vans/cars by implementing preventive maintenance requirements. Makes recommendations for repairs and/or replacement.
  - F. Approves activity scheduling for group and individual recreation, community service, school events, and outside groups.
  - G. Program Compliance – Maintains professional and technical knowledge, for compliance, of all regulating agencies while ensuring that client services include culturally sensitive, trauma-informed care.
  - H. Fiscal: Turns in time card and month end financials to accounting office, approves routine expenses.
  - I. Contributes to team effort by accomplishing related results as needed.
  - J. Other duties as assigned by supervisor.
- V. Physical Demands: The physical requirements indicated are examples of the physical needs that this position classification must perform in carrying out the essential functions of the position. Sit, look down, turn neck (frequently); frequently carry, push, pull, and lift 25 to 50 pounds with force; infrequently carry, push, pull, and lift 50 to 100 pounds during physical restraints of assaultive clients; walk, stand bend, stoop reach, twist, squat, kneel, climb stairs; grasp or manipulate materials, equipment and supplies; continuously use seeing, hearing and speaking.
- VI. Direct Supervisor: Short Term Residential Treatment Program Director

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Copy Rec'd: \_\_\_\_\_