

Date Posted: 8/26/09

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Bi-Lingual program director - Bi-lingual Spanish English Licensed Child Care Administrator

Employer/ Agency: The Children's Center, Inc

Job Description: The Program Director will be responsible for managerial, operational and administrative duties relating to the Galveston Multicultural Institute program. All duties will be performed based on supervisory training. The Program Director is directly supervised by The Children's Center, Inc Chief Operating Officer or designee and is subject to work overtime and be on-call 24-7.

Qualifications: PREFERRED QUALIFICATIONS

Education: Master's in Social Work or related discipline. Bi-Lingual-English/Spanish

License: State of Texas (LCCA) Child Care Administrator license.

Work Experience: At least (3) three years experience in management and supervision of child care personnel, organizational skills, fiscal responsibility.

MINIMUM QUALIFICATIONS

Education: B.A./B.S. in Social Work or related discipline

License: State of Texas (LCCA) Child Care Administrator license.

Work Experience: At least (2) two years experience in management and supervision of child care personnel, organizational skills, fiscal responsibility

Required: Pass drug test, T.B. test and background checks. Valid driver's license.

Duties include:

- Ensure all contractual requirements and grant-specific financial requirements are met;
- Coordinate interagency relationships between the various entities involved in the program including all funding sources and contracting agencies;
- Adhere to and implement terms of the contract in accordance with the funding source and The Children's Center Inc. policies and procedures;
- Provide staff training in the various requirements of the project;

- Manage the flow of information between all involved entities;
- Participate as a member of the multi-disciplinary treatment team responsible for casemanagement and care of the youth in the program;
- Comply with the agency and respective program policy and procedure manuals;
- Attend and participate in trainings, workshops and in-service meetings to maintain current information on activities as well as Policy and Procedures with The
- Children's Center Inc.or outside agencies;
- Manage and coordinate the activities of a local advisory council and have extensive involvement in both community and public relations;
- Attend trainings, workshops, and meetings upon request;
- Maintain confidentiality in all areas of client and program operations;
- Maintain professional and ethical standards as prescribed by The Children's Center Inc.
- Role model a professional demeanor at all times;
Comply with all licensing standards as well as funding source guidelines.

Salary/Hours: Negotiable

Employer/ Agency:. The Childrens Center

Address: P.O. Box 2600.

City, State, Zip: Galveston, Texas 77553-2600

Contact Person: Tammie L. Ware

Contact Title: Executive Director

Telephone: (409)795-0561

Fax:

Email: tlware01@yahoo.com

Application Method: To apply for the above positions send resume and letter of interest to P.O. Box 2600, Galveston, Texas 77553-2600

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you