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| **LA CHEIM SCHOOL, INC**Job Description |
| **Job Title:** | **On-Call Program Administrator** |  |
| **Work Location:** | **Richmond, CA** |  |
| **Division/Department: Short Term Residential Therapeutic Program (STRTP)** |
| **Reports to:** | **Head of Service**  |  |
| o **Full-time X On-Call** o **Part-time** | x **Exempt**o **Nonexempt** |
| ***Position Description****:*The On-Call Program Administrator provides support as needed to La Cheim’s STRTP. Duties may include providing training, coaching, and technical assistance to staff to ensure comprehension of core competencies required to execute their role. The On-Call Program Administrator may support care coordination and service delivery as indicated to ensure clients receive the care that is required. Supports the updates of workflows. Monitors team’s adherence to contract and licensing requirements and provides guidance as indicated to improve performance.The On-Call Program Administrator is also responsible for supervising the overall program, program staffing, and facility upkeep of a six-client STRTP. Responsibilities include overall program development within the STRTP, staff hiring, monitoring supervision, and training, monitoring STRTP expenditures, as well as on-call and direct shift coverage. The On-Call Program Administrator must ensure that the STRTP is operated in accordance with all Community Care Licensing (CCL) Regulations and all La Cheim STRTP policies and procedures. The On-Call Program Administrator works alongside with the Head of Service to discuss best practice needs for staff and clients. The On-Call Program Administrator must maintain Certification as an STRTP Administrator through the Department of Social Services. ***Summary of Responsibilities:****Staff Scheduling, Training and Supervision* * Coordinate yearly training plan to meet all State and Licensing requirements and further staff development.
* Conduct, document, and evaluate initial training for newly hired staff, meet with new staff to review and document progress and additional need for further training.
* Oversee the scheduling and coordination of staff training—ensuring that each staff member attends training and that such training is documented.
* Support and ensure that weekly group supervision meetings and monthly individual supervision meetings are completed by the House Manager with all staff.
* Ensure compliance with La Cheim Personnel Policies, including monitoring the completion of employee evaluations and performance reviews.
* Ensure safe, adequate, and cost-effective STRTP staff coverage 24 hours per day, 7 days per week.
* Create an effective and professional treatment team capable of running a safe and effective therapeutic milieu program which meets each client's treatment needs and treatment plan goals.
* Actively support a program in which conflicts are discussed and resolved by both clients and staff.
* Observe and support the House Manager with staff evaluations and consult the HR Department about disciplinary actions.

*Program Supervision and Development* * Conduct on-site staff supervision and training (20 hours of work per week, these hours must be scheduled when the clients are present);
* Participate in team meetings ensuring that these meetings follow the established format;
* In conjunction with the mental health team, develop an effective weekly schedule including groups, curriculum, therapeutic outings, etc.
* Review special program activities (birthdays, graduations, holidays, camping trips, etc.), and request necessary funding by the House Manager.
* Review monthly client attendance forms and submit to the CFO no later than the second day of the month;
* Serve as On-Call Supervisor when the House Manager is not available, covering shifts for staff who are unable to work in emergency situations;
* Review completion and submission of maintenance request forms for repairs and upkeep beyond the scope of the STRTP staff;
* Primary liaison with neighbors to address complaints.
* Coordinate/schedule weekly client day/overnight client visits.

*Ensure Licensing Compliance* * Maintains a complete and accurate understanding of current STRTP licensing standards, CARF accreditation standards, and all other laws, standards, and regulations applicable to the STRTP.
* Ensure that the STRTP Program consistently meets all Community Care Licensing (CCL) standards for facility cleanliness, maintenance, treatment program, recordkeeping, staff training, appropriate use of Emergency Intervention Procedures, medication administration, food supplies, presence of a Facility Manager.
* Lead the STRTP Continuous Quality Improvement (CQI) Committee; meet with the CQI team quarterly to interpret data that has been collected to direct the development of written policies/procedures, and practices for continuous quality improvement measures.
* Conduct weekly inspections to ensure compliance with Licensing Regulations.
* Ensure the timely completion and submission of required Incident Reports for notification of workers and Licensing and the completion of Medication Incident Reports for notification of program medical staff.
* Oversee weekly and updated menus and activity schedules are posted at the STRTP.
* Oversee that thirty-day staffing schedules are posted at the STRTP by the House Manager.
* Oversee that facility has proper amounts of food, linens, bedding and other necessary supplies and that nutritious meals are planned and prepared.

*Fiscal Responsibilities* * Ensure that employee payroll and time-off records are accurate, properly completed, and submitted to the administration in a timely manner.
* Ensure that funding for birthdays, clothing, graduations, and other special activities is requested in advance.
* Maintain accurate logs of client property and monies.
* Ensure that the STRTP’s operating costs are within budget, through control of staffing, authorizing overtime only when absolutely necessary, reduction of property destruction, and the use of free or low-cost resources.
* Monitor the distribution, usage, and accounting of the STRTP petty cash.

 *Communication* * Obtain All County Letters (ACLs) and Provider Information Notices (PINs) and share pertinent information with administration and STRTP team.
* Ensure that significant STRTP information is communicated, in a timely fashion, with all involved team members including school personnel, administration, mental health staff, and STRTP staff.
* Ensure that the CEO is informed of any critical incidents related to the STRTP.
* Review STRTP communications and documentation to ensure accuracy and consistency (shift notes, shift exchange, incident reports, etc.).
* Ensure positive relationships with STRTP neighbors and other community members.
* Attend and participate in CFTs.
* Actively support a program in which conflicts are discussed and resolved by both clients and staff.
* Ensure effective written and verbal communication by team members;
* Approve all Incident Reports and submit to CEO, Licensing, and Placement Workers
* Complete/submit required six-month follow-up on Incident Reports.

 *Other Duties* * On-call, by phone, 24 hours per day.
* May be required to come in to program to work in extreme emergency or staff shortage;
* Provide general supervision of clients in accordance with the policies of the facility and Trauma Informed Principles.
* Support the needs of the clients in a culturally and linguistically responsible manner.
* Proactively support the maintenance of an inclusive and respectful working environment.
* Provides verbal and non-verbal crisis de-escalation and intervention for clients.
* Other duties as assigned by the CEO may be required as La Cheim continues its development.
* Employees are expected to be flexible and responsive to changes in the scope of duties.

***Requirements:*** A college degree in Social Sciences preferred and the candidate must have supervisory or administrative experience in a children’s residential treatment program or STRTP and additionally must meet **ONE** of the four requirements below: * Master's Degree in Behavioral Science from an accredited college plus two years' experience as a social worker in a children's or residential facility; **OR**
* Bachelor's Degree from an accredited college plus a minimum of three years supervisory or administrative experience in a licensed STRTP; **OR**
* A minimum of two years of college in an accredited college or university plus at least five years supervisory or administrative experience in a licensed STRTP; **OR**
* Qualified and or Certified STRTP Administrator prior to January 1, 2017

 ***Desired Qualifications:**** Previous experience interacting with youth in a collaborative manner utilizing and incorporating Trauma Informed Care Principles.
* Team orientated personality.

Additional Requirements:* The Program Administrator must have supervisory experience in a Children’s STRTP or Group Home.
* Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.
* Valid California Driver’s License.
* Maintain active car insurance coverage.
* Report suspected neglect or abuse as a Mandated Reporter.

***Physical Requirements:******The following is the extent of the specific activity required for this position****:** Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously
* Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
* Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
* Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
* Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
* Balancing – up to 0 hours; pushing or pulling – up to a few minutes
* Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
* Repetitive use of hands – up to 0 hours
* Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
* Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids.
* Driving cars and vans; Exposure to uneven concrete and blacktop
* Exposure to normal dust, heat, and noise
* Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
* Frequent exposure to office equipment

***Equal Opportunity Employer***La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Print Employee Name:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Employee Signature**: **Date:** |