

Registration Information

Order No.	3829307
Agency Name	Urban Strategies
Job Title	Center Director
Job Description (including hours and responsibilities)	<p>TASKS AND RESPONSIBILITIES Plans, implements, supervise, and evaluate the details of the program, including the treatment models' fidelity, and the provision of individualized services for UCs. Promotes and extend the culture of Urban Strategies and its values. Prepares reports on the progress of youth; prepares reports and documentation relating to staff. Oversees and when necessary lead in guiding the group interaction process. In conjunction with Human Resources, screens, interviews, and hires staff, and provides specific program-related orientation for new staff. With assistance from the Program Management Team, monitors progress and ensures training compliance. Ensures program operates within budgetary constraints. Initiates purchase requests; receives supplies and equipment; and maintains related fiscal and inventory control records. Maintains personnel and budgetary records for the facility, including personal accounts for assigned youth. Develops and promotes community relations with public and/or private social services and other agencies, and programs. Meets with local officials, public and private agency heads, community groups, and the general public to explain the facility's functions, programs, and role in the community. Solicits community support. Supervises the planning of menus and food services. Ensure the maintenance and cleanliness of the physical facility, and the upkeep and operation of on-site equipment. Maintains security in buildings, grounds, and other posts; intervenes during emergencies or altercations to prevent escapes and maintains physical control of youth during the center service hours.</p>

	Develops community resources. Assists in the development and implementation of treatment plans and programs. Supervises staff and youth working a variety of shifts, weekends, holidays, and overtime; ability to respond to crises situations when necessary. Establishes and maintains working relationships with staff, community groups, the courts, other agencies, and the general public. Exercises considerable judgment, discretion and initiative in the performance of duties within established policies and procedures. Performs other related work as assigned.
Job Location	Waco, TX
Qualifications	<p>MINIMUM REQUIREMENTS Education and Experience: Master's degree in social work or an equivalent degree in education, psychology, sociology, or other relevant behavioral science bachelor's degree, plus 5 years' experience in child welfare administration or child protective services, and 2 years of experience in program management or as director of a licensed child care program. Must possess the administrator's license for the care provider's facility. Competencies: Professional: Diversity, Conflict Management, Communication, Proactivity, Attention to Detail Technical: Organizational Leadership, Budgeting, Compliance, Trauma, Public Relationships Organizational: Leadership, Teamwork, Community Approach Knowledge: Foster Care system; Residential Care of Young People; Faith Based and Community Organizations in the area Skills: Office 0365 Other: Driver's License; LCCA (Licensed Child Care Administrator). PREFERRED QUALIFICATIONS Other: Bilingual (English – Spanish)</p>
Link to application web site (if applicable)	https://www.urbanstrategies.us/careers
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