



BOYS & GIRLS
C O U N T R Y
A Home for Children

JOB DESCRIPTION

Position: Program Manager

Department: Program

Reports to: Program Director

Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country provides a loving, stable, Christian home for children whose family cannot care for them.

Boys and Girls Country serves up to 88 boys and girls aged 5 to 18 and young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston (www.boysandgirlscountry.org).

Position Summary

The Program Manager is directly responsible to the Program Director. The Program Manager is generally responsible for upholding the organizational standards that have been set for the training, care, and support of Teaching Parents and coordination of campus activities to meet the needs of all students in care. The Program Manager makes the safety of students the priority with teaching students life skills that will contribute to their success:

Roles and Responsibilities

- Serves as co-liaison for the Licensing of Boys and Girls Country through the Texas Department of Family and Protective Services and any other regulatory agency for the organization.
- Ensures that staff members are up-to-date on any changes for regulatory compliance.
- Serve as member of the Boys and Girls Country Performance and Quality Improvement committee
- A commitment to emulate and support the Christian mission of Boys and Girls Country.
- A willingness to undergo extensive training about Boys and Girls Country, our policies and procedures, and our model of care.
- A commitment to actively use our model with all of our children.
- Initiate and develop programs that meet the needs of children to improve their quality of life by teaching them, praising them, focusing them on their education, and provide them opportunities to learn, grow and succeed.
- Ensure that processes are in place to identify unmet programmatic needs and ensures

- follow up with the Program Director.
- Ensure that processes are in place for children to receive adequate food, clothing, toiletries, and other necessities for living.
 - All interventions with students, teams, parents, and Teaching Parents shall be documented within three days of the event and reviewed by the Program Director.
 - Follow up with Teaching Parents to ensure that children are seeking opportunities for participation in growth activities in the community.
 - Follow up with Teaching Parents to ensure that cottages and children are participating in weekly church services as per the church assigned to the cottages. Encourage the spiritual development of all students.
 - Provide consistent supervision and leadership to the Teaching Parents in leading by example.
 - Ensure that appropriate back-up by another Program Manager is provided during times of vacations and/or illnesses. Back-up must be approved in advance by the Program Director.
 - Ensure that arrangements are made for being on-call for support to the Teaching Parents on a 24/7 basis.
 - Ensure the development of effective teams that demonstrate mutual respect, approach issue with a positive attitude, demonstrate the ability to create consensus, and are highly communicative and consistent in their teaching.
 - Respond to reports, task, and concerns with urgency; follow-up, document and communicate with others.
 - Ensure Change of Shift meetings occur in your assigned cottages; attend all Change of Shift meeting when possible.
 - Provide weekly observations to ensure programmatic integrity and adherence to our model of care.
 - Ensure that Teaching Parents maintain cottage routines; follows up on any unusual changes in schedules and/or routines.
 - Provide the Program Director with updates of significant children's activities, and regulatory compliance issues.
 - Ensure that cottages have an up-to-date schedule of coverage that meets the required staff-student ratio. Communicate schedule changes to the Program Director.
 - Ensure that all students have a post high school graduation plan and have "life skills" training.
 - Ensure that protocol for psychotropic medications is followed and periodically check medication logs.
 - Ensure that all documentation is completed by Teaching Parents regarding daily logs, incident reports, and other student related reports according to policy and Licensing Standards.
 - Assist as requested in interviewing prospective Teaching Parents.
 - Assist as requested in pre-service training, orientation, and other training, as needed.
 - Work with appropriate staff to ensure that Plans of Service are developed for each student; ensure that appropriate staff meetings occurs involving family members and staff to review Plans of Services; ensure attendance at these meetings and ensure appropriate goals are established for each student.
 - Follow up on a consistent basis to ensure that Teaching Parents use appropriate consequences in corrective teaching with students and that consequences falls within the Texas Department of Family and Protective Services Minimum Standards. Report any non-compliance immediately to the Program Director.

- Ensure that all assigned staff remains in compliance with Boys and Girls Country's annual training plan, and receives at least the minimum required training hours annually.
- Conduct regularly schedule staff meetings with all Teaching Parents from assigned cottages, documenting attendance and minutes of each meeting. Ensure that Teaching Parents are aware of these mandatory meetings
- Modify and participate as needed in specialized programming for students in need of intensive teaching.
- Ensure Teaching Parents maintain positive relationships with parents/guardians of our students and provide assistance to Teaching Parents and family members in resolving issues. Ensure Teaching Parents actions are based on the assumption that parents are our clients. This assumption shall guide all our interactions.
- Complete Attendance Reports and submit according to Financial Services published schedule (5:00 p.m. on the last working day of the pay period report).
- Performs employee performance evaluations within a week before or after staff anniversary date ensuring that all required paperwork is submitted to Human Resources in a timely manner.
- Ensure adequate communication with Teaching Parents and other staff or volunteers to ensure student and staff participation in campus activities.
- Share information pertaining to the scheduling, development, planning, implementation, and follow-up of activities/events and to seek and give support for all program activities
- Ensure the upkeep of the Student Life Center building and all equipment, coordinate usage, etc.
- Assist other team members in critical situations, when requested.
- Represent Boys and Girls Country in a positive manner at all times.

Critical Skill Set:

Our Program Manager should:

- Feel called to a life of service and caring for children.
- 3 years of case management experience in a children's home or residential setting preferred
- Supervisory experience preferably in a residential setting
- Experience writing plans of service, IEP's, service coordination or similar

Qualifications:

- Bachelor's Degree required in Social Work, Psychology or related field.
- Master's Degree preferred
- Extensive residential experience or equivalent experience as a Teaching Parent at Boys and Girls Country a plus
- Dedication to and passion for the mission of Boys and Girls Country; experience working with children in crisis preferred
- Crisis Intervention training
- Training and/or designation as a Kaleidacare administrator to ensure proper data entry and integrity.
- Computer proficient (Microsoft Office preferred)
- Annual training/CEU's required for specific licensure and staff development

- Licensed Child Care Administrator within second year of employment as directed
- Must be at least 21 years of age.
- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- Must attend Boys and Girls Country orientation and pre-service training prior to being assigned responsibility for the care of students.
- Valid Texas driver’s license and good driving history
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must complete or have current CPR and First Aid training within 90 days of employment
- Must complete at least 30 hours of in-service training annually.
- Must be highly organized and enjoy a fast paced work environment.
- Demonstrated leadership skills
- Management experience preferred
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Must understand and carry out the core value, mission, and Christian based approach of the organization.

I have read and agree that I am capable of performing the functions of this position with or without reasonable accommodation. I further understand that the duties and responsibilities in this job description may be subject to change at any time.

Print Name

Date

Signature

Date

Revised: 06/11/2020