

# PARADISE OAKS YOUTH SERVICES

## Job Description Assistant Administrator

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EXEMPT (Y/N):	No
DEPARTMENT:	Residential
REPORTS TO:	Administrator
PREPARED BY:	Human Resources
DATE:	January 2022
APPROVED BY:	Program Director

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### SUMMARY

The Assistant Administrator is responsible for the day to day operations of the facility they are assigned to manage. This includes monitoring of youth schedules and activities, implementation of the behavior modification program, daily documentation regarding youth behaviors, monitoring residential counselor schedules, and maintaining the facility budget. The Assistant Administrator ensures the facility is in compliance with Community Care Licensing, Title 22 Regulations, Paradise Oaks Youth Services Policies and Procedures, and other applicable regulations and procedures.

### SUPERVISES

Facility Managers 1 & 2 and Residential Counselors.

### DUTIES AND RESPONSIBILITIES

1. Complete knowledge of and assurance of title 22 regulations as defined by Community Care Licensing.
2. Daily review of incident reports, emergency interventions, unusual incident reports, and internal investigations. Complete follow up as needed and will ensure reports are forwarded to Community Care Licensing within the necessary time frames.
3. Direct supervision and observation of youth during all assigned activities, areas, and shifts. Supervision may include transportation of youth using agency provided vehicles. Supervise youth during shifts in all routine hygiene, recreation, meals, visiting, and other daily and special events and activities.
4. Perform house cleaning functions and food services functions involving the service of food, food services clean up, and the supervision of youth while dining to provide guidance in appropriate etiquette and social skills in compliance with California Code Regulations, Title 22, Section 87076.
5. Monitoring and following the daily youth schedules.
6. Application of appropriate disciplinary measures for youths within agency program guidelines. Provide youth with structure, limit setting, and guidance in relation to agency rules and accepted standards of behavior. Actively intervene to correct maladaptive behaviors and model appropriate behaviors for youth.

7. Implementation of youth's individual treatment plans as it pertains to the youth's behaviors.
8. Scheduling and transportation for appointments pertaining to health and education.
9. Management and supervision of Facility Managers and Residential Counselors conducting programmatic duties including, but not limited to, supervision of and participation in youths' activities, outings, groups, chores, homework, etc. Includes knowledge and enforcement of all program rules and expectations.
10. Direction and guidance of assigned subordinate employees to ensure assigned responsibilities and duties are accomplished effectively, efficiently, and within authorized budget limitations.
11. Responsible for written and oral evaluations of all assigned subordinate employees.
12. Provide on-going training of all assigned Facility Managers and Residential Counselors to provide a safe and healthy work environment for staff and youths.
13. Share responsibility for recruiting, interviewing, and evaluating new employees.
14. Monitor the facility's budget and management of expenditures according to the facility's budget limitations.
15. Completion of other duties consistent with the above as assigned by direct supervisor.
16. Able to apply their training on trauma-informed care when working with the youth we serve.
17. Perform all other tasks as instructed by supervisor, consistent with above job duties.

## **QUALIFICATIONS**

1. Bachelor's degree from an accredited college or university; and six months experience working with severely emotionally disturbed youth; six months with supervisory experience; **OR** Associate's degree from an accredited college or university; and one year experience working with severely emotionally disturbed youth; six months with supervisory experience; **OR** two years' supervisory experience in a group home of the population serve.
2. Must be able to interrupt physical altercations, respond to injury and/or life threatening crises, hear interactions among residents or call for assistance from staff, to walk, run, climb, lift 25 lbs., speak clearly, give clear and concise directions, and use their mental faculties to make appropriate judgments in all areas that affect major life activities of care of the youth and protection.
3. Successful completion of Pro-ACT certification within 3 months of employment.
4. Valid California Driver's License required; must meet agency requirements for driving a van.

## **WORKING CONDITIONS**

The Assistant Administrator position requires the person to communicate effectively and be

