

Job Title	Licensed Child Care Administrator
Employer/ Agency	J's House
Job Description	<p>We are seeking a compassionate, highly-skilled, and experienced Licensed Child Care Administrator (LCCA) who wants to be a part of creating a new way to deliver residential care. The LCCA oversees the operations of a residential treatment center licensed by the state of Texas to care for children in foster care. This leadership role is responsible for ensuring the facility complies with all state regulations, provides high-quality care, and upholds the safety, well-being, and therapeutic needs of each child. The ideal candidate will have a deep understanding of foster care systems, child development, and trauma-informed care, along with proven experience in managing and supervising staff.</p> <p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Advocate for the children as you would your own. Participate as a member of a multidisciplinary treatment team responsible for case management and overall care of each child. • Ensure the facility operates in full compliance with Texas Department of Family and Protective Services (DFPS) licensing standards, state and federal regulations, child welfare best practices, and organizational standards above and beyond state minimum standards. • Oversee day-to-day operations of the residential treatment center, including staffing, budgeting, and resource allocation, to ensure the program meets the therapeutic, educational, and emotional needs of the children in care. • Supervise, train, and evaluate staff, including direct care workers, therapists, and other administrative personnel. Foster a collaborative, supportive, and professional work environment. • Collaborate with the clinical and treatment teams to develop individualized treatment plans for each child in care, ensuring that they receive appropriate therapeutic, educational, and medical services. • Monitor and implement safety protocols to safeguard the children in the center, including, but not limited to emergency response procedures, abuse/neglect reporting, and crisis intervention. • Build and maintain relationships with foster families, biological families (when allowed), state agencies, community resources, and external service providers to enhance the support system for children in care. • Maintain accurate records of child progress, incidents, staffing, and other relevant data in compliance with licensing and credentialing requirements. Submit required reports to DFPS and other governing bodies as necessary. • Regularly assess and improve the quality of care and services provided, ensuring a trauma-informed approach and promoting a culture of continuous learning and growth. • Manage the budget for the center, ensuring fiscal responsibility and compliance with funding requirements (grants, donors, contracts). Assist with grant applications and fundraising efforts as needed.
Qualifications	QUALIFICATIONS

Education & Experience:

- Bachelor's or Master's degree in Social Work, Psychology, Child Development, or a related field.
- Minimum of 5 years of experience in child welfare or residential treatment settings, with at least 2 years in a supervisory or administrative role.
- Licensure as an LCCA in the state of Texas, or eligibility to obtain the license within a specified timeframe.
- Experience working with children in foster care, including those with significant trauma histories, behavioral challenges, or mental health needs.

Knowledge & Skills:

- Strong understanding of the Texas foster care system, residential treatment models, and state licensing requirements (including DFPS rules and regulations).
- Familiarity with Community Based Care and T3C.
- Proven leadership skills with the ability to manage, motivate, and develop a diverse team.
- Knowledge of trauma-informed care practices and an ability to implement them in a residential setting.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with children, staff, families, and external stakeholders.
- Excellent organizational, time-management, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism and integrity.
- Efficient computer literacy with experience in standard office software such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Experience with electronic management systems for case management, billing, and reporting is a plus.

Additional Requirements:

- Must be 21 years of age or older.
- Current CPR/First Aid certification, or the ability to obtain certification within the first 30 days of employment.

	<ul style="list-style-type: none">• Must pass background checks, including FBI fingerprints, and drug screening as required by state law and organizational policies.• Valid Texas driver's license, reliable transportation, and automobile insurance.• Pass a tuberculosis (tb) skin test.
Salary	\$65,000 - \$85,000 per year
Contact Person	Marla Wortman
Telephone Number	615-854-3504
Email Address	marla@jshouse.org
Application Method	Email resume to jobs@jshouse.org
Opening Date	Immediately

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