



Job Title: Licensed Child-Care Administrator – (LCCA)
Reports to: Campus Director & Governing Body
FLSA Status:
Part Time with potential/future Full Time (Exempt)/ Contractual

Overview of New Life Refuge Home of Hope

New Life Refuge Home of Hope's-mission is: **To serve child victims of human trafficking in a safe, loving, and home-like environment.**

Established in 2011, New Life Refuge Ministries is a not for-profit 501(c) (3) organization with the mission of providing a **refuge** of hope and healing for child survivors and a vision to end child sex trafficking.

The Home of Hope Campus is located in Texas on a 43-acre property. The property has the potential to have 7 homes for both boys and girls, with a school and barn available for on-site services, equine therapy, agricultural projects, and vocational opportunities.

The Home of Hope provides child survivors of sex trafficking a safe and home like environment to live and transition into healthy lifestyles. We work with survivors to help them change their lives and prepare to go out into the world as confident people of good character. The Home of Hope campus is a place of new beginnings where freedom is gained, and souls are healed. The **House Parents** will identify with our core values of Advocacy, Family, Spiritual Development, Truthfulness, Education, Mutual Respect, Dignity, Compassion, and Responsibility. With our mission and these values in mind, the primary role will be:

SUMMARY

The LCCA is responsible for assisting the Campus Director in the overall administration, operation and management of the emergency services program.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING **Other duties may be assigned as necessary.**

Under the direction and guidance of the Campus Director, the person in this position is responsible for collaborating with the Campus Director in the planning, organizing, staffing, motivating, directing, and management of an agency committed to serving the victims of trafficking and at-risk youth under its care.

The LCCA communicates regularly with the Campus Director through written reports, and attendance at all staff meetings. He/she has primary responsibility for communication with the Campus Director regarding the current status of services being offered and the development of new programs. As the LCCA, he/she has primary responsibility for assuring that administrative functions are accomplished through a defined administrative structure.

The person in this position serves as the second in command of the administrative team and provides the direction and supervision necessary for other administrative personnel to accomplish their assigned duties.

Subject to the approval of the Program Director and the NLRM Governing Body:

- Provides daily supervision and on-site administrative responsibility for the overall operation;
- Responsible for or Assists with assigning responsibility for:
 - Overseeing staffing patterns to ensure the supervision and the provision of child-care services that meet the needs of children in care;
 - Ensures safety and well-being of the children in care by reporting any issues of abuse or neglect suspected or witnessed
 - Ensuring the provision of planned but flexible program activities designed to meet the developmental needs of children;
 - Having a system in place to ensure an employee is available to handle emergencies;
 - Assigning tasks to caregivers that do not conflict or interfere with caregiver responsibilities;
 - Administering and managing the operation according to agency policies;
 - Ensuring that the operation complies with applicable licensing and contracting regulations, laws and best practices – including those related to serving victims of trafficking;
 - Serves as Emergency Coordinator during emergencies or disasters;
 - Ensures a child in care does not act as a caregiver; and
 - Ensures persons whose behavior or health status presents a danger to children are not allowed at the operation.
 - Develops and maintains community contacts, focusing on those networks appropriate to the organization's focus of service.
 - Maintains political awareness and connections within the context in which the organization does business.
 - Continually evaluates and responds positively to the ongoing needs of the organization.
 - Performs other duties as required/assigned.

The LCCA is evaluated annually by the Campus Director.

QUALIFICATIONS

- Licensed Child-Care Administrator (LCCA) required
- Graduate from an accredited college or university with a Bachelor's degree is required.
- Two years of full-time child care experience in a residential child care setting, to include one year of management/supervisory experience of staff and programs is required.
- A graduate degree may be substituted for the required experience up to one year.