



Nome Community Center, Inc.

PO Box 98
Nome, Alaska 99762
Website: www.nomecc.org

Phone: (907) 443-5259
Fax: (907) 443-2990
Email: staff@nomecc.org

JOB TITLE: Residential Child Care Associate Administrator

NATURE OF WORK

The Residential Child Care Associate Administrator is responsible to assist as back-up for the Director in managing the operations of Nome Community Center's (NCC) Children's Home. This position requires an individual who is organized, compassionate, and good-natured. The Associate Administrator assists with hiring, supervising, and scheduling (as necessary) sufficient staff and volunteers to administer all aspects of the Nome Children's Home program. The Associate Administrator reports directly to the NCH Director.

RESPONSIBILITIES

- Assist with staffing and prepare staff calendar
- Assist with the coordination of with social, educational, and behavioral entities to ensure proper medical, school, and counseling needs are met
- Assist with documentation and files to maintain licensing and ensure that state regulations are met with regards to facility and documentation
- Understand and comply with all agency policy, procedures, plans, program requirements and protocol, and ensure staff compliance
- Participate in required agency trainings and meetings
- Ensure consumer confidentiality
- Maintain a working knowledge of Behavioral Health Services and Medicaid regulations
- Assist with food regulations, services, and reports
- Assist with the recruitment of volunteers
- Understand and support all safety policies and procedures
- Assist with maintaining a positive working environment
- Complete on-line data entry to include AKAIMS, Medicaid, Child Nutrition Reports, and Bed Reports
- Participate in grant related activities such as assisting with new applications, reporting and tracking
- Other duties as assigned

QUALIFICATIONS

In accordance with State of Alaska residential care licensing regulations, the Associate Administrator must be at least twenty-one years of age and have at least at least 30 semester hours of college credit or an Associate Degree in a human services field. College credits in management will substitute for 30 of the 60 required hours. A Bachelor of Science degree in social work, psychology, or other like human services field is preferred. In addition, an Associate Administrator of a residential child-care facility must have a minimum of four years of increasingly responsible supervisory and administrative experience in a child welfare agency or other setting that serves children, adolescents, or both. Experience as a mental health clinical associate or similar position is desired.

DESIRABLE QUALIFICATIONS

- Demonstrate the ability to work effectively with children/youth who have experienced trauma
- Demonstrate the ability to work effectively with families/parents who have experienced or caused trauma
- Demonstrate the ability to communicate effectively in English, both orally and in writing
- Ability to train and supervise staff
- Demonstrate an understanding and sensitivity to serving a culturally diverse/and or special needs population
- Demonstrate the ability to establish mental health treatment protocols for individual residents as dictated by a mental health clinician
- Demonstrate positive working relationships with partnering agencies
- Self-motivated with the ability to work independently and accept responsibility as assigned
- Ability to work with other staff, to meet the public, and to render service cordially
- Ability to perform sedentary work
- Ability to lift, pull, push and handle objects up to 50 pounds
- Must have a valid State of Alaska driver's license with clean driving record
- Must be able to pass a background check

WORKERS COMPENSATION CODE: 8842

HOURS: Full or Part time, hours as needed; non-exempt

SUPERVISOR: NCH Director

Nome Community Center is an Equal Opportunity Employer.

Revised 4/2/18

Service to the people of the Bering Straits Region since 1910.