

In the matter of Fresno County's Transitional Shelter Care Facility, the following duties shall be delegated to the shelter's administrator:

1. Direction and evaluation of a transitional shelter care facility within the limits of the functions and policies established and approved by the licensee.
2. Assist in the preparation of the facility's budget and management of expenditures according to the facility's budget limitations.
3. Organization of the work of the facility and delegation of responsibility to staff members and contractors.
4. Assessment of the facility operations and program; and reporting to the licensee and making recommendations to address identified problems.
5. Recruitment, appointment, evaluation, and termination of staff.
6. Recruitment, selection, and evaluation of contractors to provide care, supervision, and services clients of the facility, and initiation of termination of contracts.
7. Development of a plan for the orientation, development, and training of staff, as specified in Section 86665(t).
8. Review of complaints made by children, or their authorized representative(s) as specified in Section 86672.2(a) and deciding upon the action to be taken to handle the complaint.
9. Facilitate the exchange of information between the assigned child/youth Social Worker, various Department program areas, and County Partners to coordinate client placement and ensure continuity of care.
10. Participate in Child Family Team meetings regarding youth placement as needed.
11. Provide supervision of youth during communal activities or events as needed.
12. Ensure that the facility is maintained in a safe operating fashion.