

84064 Administrator Qualifications and Duties

(a)

In addition to section 80064, the following shall apply.

(b)

Effective January 1, 2000, all group homes shall have a qualified and currently certified administrator. (1) Between January 1, 2000 and July 1, 2001 only, where good faith efforts to employ a certified administrator are unsuccessful, applicants for a license to operate a group home may be granted a provisional license pursuant to the provisions of regulation Section 84030.1. The Department may deny the license if the licensee fails to employ a certified administrator pursuant to the terms and conditions of the provisional license. (2) In the event a certified administrator is not employed within ten (10) days of the departure of the former administrator, a written "Plan of Correction" shall be developed to bring the group home into compliance with the requirements of this section. (3) In those cases where the individual is both the licensee and the administrator of a group home, the individual shall comply with all of the licensee and certified administrator requirements. (4) The Department may revoke the license of a group home for failure to comply with all requirements regarding certified administrators. (5) Unless otherwise provided, a certified administrator may administer more than one licensed group home.

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Unless otherwise provided, a certified administrator may administer more than one licensed group home.

(c)

The administrator shall be on the premises for the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation.

(d)

When the administrator is absent, one of the following requirements shall be met:

(1) In facilities with a licensed capacity of 12 or fewer children, there shall be coverage by a designated staff person. (2) In facilities with a licensed capacity of 13 or more children, there shall be coverage by a designated substitute who has the following qualifications: (A) Graduation from high school or equivalent. (B) One year of administrative or supervisory experience over social work, child care and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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In facilities with a licensed capacity of 13 or more children, there shall be coverage by a designated substitute who has the following qualifications: (A) Graduation from high school or equivalent. (B) One year of administrative or supervisory experience over social work, child care and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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(e)

The administrator shall meet the requirements specified below: (1) The administrator of a facility with a licensed capacity of 12 or fewer children shall meet one of the following requirements: (A) Have a master's degree in a

behavioral science from an accredited college or university, plus a minimum of one year of employment as a social worker, as defined in section 80001(a)(47), in an agency serving children or in a group residential program for children. (B) Have a bachelor's degree from an accredited college or university, plus at least one year of administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more. (C) Have completed at least two years at an accredited college or university, plus at least two years administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more. (D) Have completed high school, or equivalent, plus at least three years administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more. (2) The administrator of a facility with a licensed capacity of 13 or more children shall meet one of the following requirements: (A) Have a master's degree in a behavioral science from an accredited college or university, plus at least one year of administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more. (B) Have a master's degree in a behavioral science from an accredited college or university, plus two years of employment as a social worker, as defined in section 80001 s.(4), in an agency serving children or in a group residential program for children. (C) Have a bachelor's degree from an accredited college or university, plus at least three years administrative experience or supervisory experience over social

work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

(D) Have completed at least two years at an accredited college or university, plus at least five years administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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Have completed at least two years at an accredited college or university, plus at least two years administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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facility with a licensed capacity of seven or more.

(f)

The administrator shall perform the following duties: (1) Direction and evaluation of a group home facility within the limits of the functions and policies established by the licensee. (2) 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. (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) Development of a plan for the orientation, development and training of staff, as specified in section 84065(g). (7) Review of complaints made by children or their authorized representative(s) as specified in section 84072.2(a), and deciding upon the action to be taken to handle the complaint.

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Recruitment, appointment, evaluation, and termination of staff.

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Development of a plan for the orientation, development and training of staff, as specified in section 84065(g).

(7)

Review of complaints made by children or their authorized representative(s) as specified in section 84072.2(a), and deciding upon the action to be taken to handle the complaint.