

86564 Administrator Qualifications and Duties

(a)

Any member of the governing board of the licensed corporation shall be permitted to be the administrator provided that he or she meets the qualifications specified in this section.

(b)

The administrator shall have the following qualifications and shall perform the following duties: (1) Knowledge of the requirements for providing the type of care and supervision needed by children in crisis nurseries, including ability to communicate with such children. (2) Knowledge of and ability to comply with applicable law and regulation. (3) Ability to maintain or supervise the maintenance of financial and other records and the preparation of the crisis nursery's budget and management of expenditures. (4) Ability to direct the work of others. (5) Ability to establish the crisis nursery's policy, program and budget. (6) Ability and responsibility to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff when necessary. (7) Review of complaints made by children or their authorized representative, comply with applicable reporting requirements, and take appropriate action.

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(3)

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Ability to direct the work of others.

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Ability to establish the crisis nursery's policy, program and budget.

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Ability and responsibility to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff when necessary.

(7)

Review of complaints made by children or their authorized representative, comply with applicable reporting requirements, and take appropriate action.

(c)

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

(d)

All licensees shall have an administrator who meets one of the following requirements: (1) A Master's Degree from an accredited graduate school or a state-approved graduate school. The Master's Degree shall be in social work or social welfare, marriage, family and child counseling, counseling psychology or human services. In addition, the administrator shall have documented ability and leadership through a minimum of three years of experience in the field of child or

family services, two years of which have been in an administrative or managerial position. (2) A Bachelor's Degree in a behavioral science from an accredited college or university. In addition, the administrator shall have demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.

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(e)

At all other times, when the administrator is absent from the crisis nursery, there shall be coverage by the lead caregiver. If the lead caregiver does not meet the administrator qualifications, there shall be immediate access to the administrator or one who meets the administrator requirements. The lead caregiver shall have:

(1) Knowledge of the crisis nursery operations. (2) Training in programs provided by the crisis nursery. (3) Authority to correct deficiencies that constitute immediate threats to the health and safety of children in the crisis nursery.

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(2)

Training in programs provided by the crisis nursery.

(3)

Authority to correct deficiencies that constitute immediate threats to the health and safety of children in the crisis nursery.