

Thomas Buzbee Vocational High School
Job Announcement

Position: VOCA Grant Director – Grant Funded

Position(s) Available: (1) One

Opening Date: September 5, 2017

Closing Date: 09/15/2017

Salary: \$DOE

Status: Non- Exempt

General Description:

The VOCA grant director will oversee all day-to-day operations of the grant and ensure fidelity of resources as well as success for victims. This position will meet regularly with all staff engaged in the grant and ensure all reports are timely delivered to Houston-Galveston Area Counties (HGAC) and the Office of the Governor (OOG).

Reports to:

The GCTC Executive Director, or designee

Supervises:

All VOCA grant personnel

Qualifications:

- A Bachelors Degree in the Behavior Sciences or Education field with work experience in a residential program environment is preferred.
- Teaching experience and teaching certification preferred.
- Experience working with Microsoft and Excel spreadsheets.
- Grant writing background experience preferred.
- Ability to evaluate effectiveness of the GCTC VOCA program.
- Ability to interpret:
 - Policy
 - Procedures
 - Data.
- Strong communication, public relations, and interpersonal skills.
- Travel as required.
- Other certification required by the school or by law.
- Must pass criminal history check and drug screen.

Specific Duties:

- Oversee:
 - Daily activities,
 - VOCA grant program compliance.
- Direct staff professional development to meet youths' needs.
- Involve residential, educational, case management, and counseling staff in engaging youth's therapy plan needs.
- The ability to:
 - Assess staff effectiveness,
 - Assist GCTC leadership in overall program development,
 - Implement grant objectives.
- Oversee preparation and timely submission of monthly and quarterly reports.
- Maintain compliance standards of the VOCA grant.
- Coordinate with counseling staff, case workers, and support staff the implementation of:
 - Individual therapeutic plans,
 - Life Plan portfolios,

- Activities that support therapy efforts.
- Update files.
- Other duties as assigned.

Contact

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