



UVALDE COUNTY

Employment Opportunity Posting – CLOSES ON 03/05/2024

POSITION: UTRC Director
Uvalde Together Resiliency Center
SALARY: Negotiable based on experience, plus Uvalde County benefits
LOCATION: Uvalde Together Resiliency Center
2104 East Main Street
Uvalde, Texas 78801

UTRC DIRECTOR

Uvalde County has an opening for the UTRC Director of the Uvalde Together Resiliency Center to oversee the day-to-day operations of the mental health and mental wellness services of the Uvalde Together Resiliency Center for Uvalde County. We are looking for a highly self-motivated hardworking director with a friendly disposition and dedication to the citizens of Uvalde County. Salary is negotiable based on experience, plus benefits, provided through the Victims of Crime Act (“VOCA”) grant awarded to Uvalde County. All applicants must submit to a criminal history check and sign a confidentiality agreement.

SUPERVISION: The supervision of the UTRC Director of the Uvalde Together Resiliency Center will be the Uvalde County Judge, with input from the Uvalde County Treasurer, Uvalde County Auditor, Uvalde County Attorney, and the 38th Judicial District Attorney.

REQUIREMENTS:

Minimum of a bachelor’s degree required from an accredited college or university.

Minimum of four (4) years of management/supervision experience in a business, government or non-profit agency.

Must be able to type a minimum of 35 WPM, be computer literate, proficient in Word, Excel and Outlook.

Must be able strategize and solve concerns/problems/issues that may arise on a daily basis.

Must be able to collaborate with Uvalde County officials, community leaders, school district personnel, nonprofit and business organizations.

Must be able to take direction from Uvalde County officials.

Must have a pleasant and professional disposition and be able to handle multiple tasks at once.

Must be self-motivated and able to work independently and closely with others in a small, structured environment.

Must be able to complete projects and tasks in a timely and accurate manner.

Must reside either in Uvalde County, Texas, or within thirty miles of the Uvalde County line.

Applicant must possess a valid Texas Driver’s license and have no moving traffic violations for the preceding three years.

The applicant must be able to pass a criminal history check, drug screening and be willing to sign a confidentiality agreement.

Spanish speaker preferred.

Must have previous experience in grant management, budgeting and all related tasks.

Must have at least three (3) years prior experience in mental health services coordination and management.

GENERAL JOB DUTIES:

- Support the overall mission of the Uvalde Together Resiliency Center (hereinafter, the “UTRC”) that is to provide resources, support, emotional and mental health services to the Uvalde County community and the families of the Batesville elementary school impacted by the Robb Elementary School tragedy.
- Oversees the management and the day-to-day activities of the Uvalde Together Resiliency Center in Uvalde, Texas.
- Ensure that the requirements of the general and federal progress reports are strictly adhered to at the UTRC and that these progress reports are timely submitted and approved, in conjunction with the District Attorney.
- Serves as a liaison between Uvalde County and the community regarding activities, events and services offered and maintained at the UTRC.
- Communicates with local business and governmental leaders to facilitate services at the UTRC.
- Organizes and schedules events within the Uvalde County community for the Uvalde community for long term mental health care.
- Reviews all invoices submitted to Uvalde County from subgrantees for reimbursement of grant funds to contracted organizations providing services at the UTRC as to accuracy and legitimacy under the sub-grantee’s approved county budget.
- Maintain and oversee the budget of the UTRC and provide timely budget expenses and balances to the county auditor/country treasurer/county commissioners’ court.
- Communicates with community organizations to promote coordination and/or planning of Uvalde recovery efforts.
- Responsible for the development of the plan of operations reflecting the volume, expenses, staffing and capital needs of the UTRC.
- Evaluates the results of overall operations regularly and reports these results to the Uvalde County Commissioners’ Court and county officials.
- If approved by the Uvalde County Commissioners’ Court, coordinate a leadership team to address the long-term mental health needs of the Uvalde County community and develop appropriate programs and events to address those highlighted needs. This leadership team will serve only as an advisory committee and will not supersede the authority of the Uvalde County judge and/or the Uvalde County Commissioners’ Court.
- Hire and supervise all staff employed by Uvalde County at the UTRC to ensure that the staff at the UTRC maintain high standards of service to the community.
- Works closely with collaborating agencies, participating in meetings and conferences with key leadership; including, but not limited to, the Uvalde Mental Health Coalition Group.
- Oversees the services performed at the UTRC by the subgrantees to ensure that all mental and emotional health services, programs and events are meeting the long-term mental health needs of the community and the high standards set by Uvalde County. This includes, but is not limited to, scheduling of community events and programs, working with the county and district attorney to address the needs of victims, survivors, and other members of the community impacted by the Robb Elementary mass shooting and other victims of crime within the Uvalde County community.
- Performs special assignments as directed by any passed resolution of the Uvalde County Commissioners’ Court.
- Responsible for the ordering and timely payment of all equipment and supplies needed at the UTRC.
- Advise and assist victims of the criminal justice system as requested by the county and district attorney. This includes providing assistance of counseling and any other requirement under the federal progress report for the VOCA grant.

Send resume on or before 03/05/2024 to:

Joni Deorsam, Uvalde County Treasurer; Email: joni@uvaldecountry.com