



Eckert Youth Homes of Williston, North Dakota, is seeking a qualified candidate for full-time Facility Administrator. We are a faith-based residential child-care facility that has been in existence since 1975. The successful applicant must:

- have a master's degree in Business Administration, Social Work, or related behavioral field, from an accredited college/university
- direct and supervise all operations and administrative functions
- know and understand budgeting, financial management and human resources and function as an on-site risk manager
- establish and implement policies and procedures and interpret these policies and procedures to employees, residents, families, government agencies, etc., as necessary
- know and understand state and federal laws, regulations and guidelines governing residential child care/boarding care/adolescent residential treatment facilities/qualified residential treatment program (QRTP)
- assist Eckert Youth Homes in achieving COA accreditation
- maintain optimum occupancy level with the vision of expanding service lines
- demonstrate effective people skills with staff, residents, families, vendors, referral sources and community
- pass a criminal background check and employee physical
- oversees building and grounds
- maintain confidentiality of all information
- carry out other duties consistent with the Facility Administrator's role

Salary and Benefits:

We offer an excellent work environment, competitive salary, and a comprehensive benefits package that includes: full family health and dental insurance; portion of vision insurance; life, accidental death and dismemberment insurance; paid vacation; paid holidays; paid sick days; and, upon eligibility, 401(k) retirement program with employer match up to 4% of gross salary.

For more information about Eckert Youth Homes, please view our website at www.eckertyouth.com. To apply for the position of Facility Administrator of Eckert Youth Homes, please submit a résumé to

Eckert Youth Homes
Attention: Rick Braaten
PO Box 2291
Williston, ND 58802-2291

Shaping Lives Building Futures