**Section 409.110 Administrator of the Youth Transitional Housing Program**

a) The agency or organization shall designate a qualified administrator to provide ongoing program administration, personnel administration and monitoring of the YTHP's operation. The administrator shall maintain fiscal and administrative records for the facility. The administrator shall conduct on-site visits and on-site conferences with personnel employed at the facility at least twice a month. Visits at the facility shall include contact with residents to determine the residents' view of the program.

b) Administration staff of a licensed child welfare facility may serve as the administrator of the youth transitional housing program.

c) The administrator shall:

1. Be at least 25 years of age;
2. Have at least a Bachelor's degree; and
3. Have at least 3 years of successful full-time experience in a residential program or in related youth service programs with at least 3 years in program administration.

d) The administrator is that person designated by the governing body to carry out established policies and procedures and the day-to-day management of the YTHP. The requirements of this Section apply to the person who reports to the board about the day-to-day management of the agency, regardless of the title used to describe the position within the program. When the YTHP operates within a larger, multi-service agency, the administrator responsible for the YTHP need not be the chief executive officer for the multi-service agency.

e) The administrator may delegate certain program responsibilities to a program administrator. These may include day-to-day management of the program for homeless youth, supervision of YTHP staff, YTHP staff development and training, educational activities and other services to youth.