**Effective as of: July 16, 2021**

**FINANCE - ACCOUNTING COORDINATOR: (FT)** This position ensures timely and accurate processing of non-payroll disbursements and ensures that proper documentation is submitted with all payments and receivables; maintains supporting records, ensuring compliance with state, federal policies and regulations. Responsible for processing the weekly check run amongst other duties as assigned. Minimum High School Diploma or equivalent required plus a minimum of two years working experience and knowledge in Accounts Payable and Receivables. Associates degree or Bachelor’s degree preferred. Must have great communication and organizational skills, and ability to multi-task. Must have proficiency with personal computers. Must have a valid Florida driver’s license with a good driving record.

**LICENSING – FOSTER PARENT TRAINER (FT):** Responsible for the training of existing foster parents in the Triple P Program and Curricula. Must be flexible with schedule to include nights and weekends. Must be knowledgeable in all stages of child development and understand the effects of trauma within the child welfare system. Must be skilled in advanced critical-thinking and problem-solving including the ability to make assessments and use sound judgment. Must have a Bachelor's degree in Social or Behavioral Science or related field from an accredited College/University plus a minimum of two years working experience in Child welfare. Master’s degree preferred. Triple P Program Certification preferred. Must provide own transportation (mileage reimbursed) to complete travel requirements of the job. Must have a valid Florida Driver’s license and a good driving record.

**RESIDENTIAL – CAMPUS MONITOR (Overnight; FT):** Drives around campus and monitors assigned areas, including office buildings, residential homes and play and parking areas in order to ensure safety, security and order during the overnight hours. Supervises and monitors assigned areas of campus, assuring children are safe, orderly and within supervised areas. Assists residential home staff in enforcement of campus rules, regulations, and policies. Identifies and immediately reports any safety/security concern, incident, hazardous, dangerous, unusual, suspicious or criminal activity on campus (i.e., trespassing). Responsible for contacting law enforcement as needed. Assures personnel on campus are authorized visitors and escorts children, employees and visitors to designated locations as needed. Minimum High School diploma or equivalent required plus a minimum of one-year experience working with children. Must have a Florida Driver’s License and a good driving record. **Must be bilingual (English/Spanish).** Must have command of the English language verbally and in writing comprehension.

**RESIDENTIAL - CHILDCARE   PROFESSIONAL (FT):** Must be prepared to work weekends. Must be very patient with children, creative and energetic and have the ability to assist children with homework. Requires preparation and serving of snacks and/or meals. Must be able to supervise, play as well as provide discipline and correction directives to the children. Requires bathing, feeding of newborns and toddlers. Duties also include domestic responsibilities, preparation of formula, reading bedtime stories and singing with children. Must have a valid Florida driver’s license with a good driving record (driving responsibilities required), one year experience caring for children, and/or Social Services, community, child welfare background. Infant and Childhood Certification a plus. High-school diploma required, AA and Bachelor’s degree preferred from an accredited College/University. Good communication and interpersonal skills required**.**

**RESIDENTIAL – CLINICIAN (FT):** Will conduct individual and group counseling with diverse populations of children and be responsible for performing a wide variety of therapeutic activities. Will be responsible for recognizing crises and providing appropriate therapeutic interventions as needed, child psychosocial assessments as well as assisting with the admissions process when needed. Successful candidate will collaborate with multidisciplinary team to make recommendations for permanency planning and assist in developing the client’s behavioral health discharge plan and after care plan. Must be computer literate and have proficiency with the Internet, online applications, and email. Must have strong written communication and interpersonal skills. Master’s degree in Social Work, Mental Health or related field from an accredited College/University plus two years of postgraduate direct service delivery experience or Clinical experience. Must possess clinical assessment and treatment skills. Must have a valid Florida Driver’s License with a good driving record.

**RESIDENTIAL – SCHOOL LIAISON (FT):** Will be thePrimary liaison with local schools attended by children in care in the Residential Domestic Program. Advocates for children in teacher meetings, conferences and IEP settings. Actively fosters partnerships between agency and the local schools. Ensures regular and effective communication between teachers and the agency regarding student learning. Works with individual students in identifying areas of improvement or learning needs in order to ensure students receive the necessary support and/or extra help required both at school and at home such as tutoring sessions, supplemental courses, summer learning experiences, and after-school programs. Responsible for tracking school attendance and ensuring the completion of adequate absence forms by the homes. Supports and attends relevant school events including those that occur out of standard school hours. Minimum Associate’s degree required from an accredited College/University. Bachelor’s degree preferred. Plus a minimum of one-year experience working with children. Knowledge of Educational system preferred. Must be proficient with personal computers and use of technology. Must have a Florida Driver’s License and a good driving record. Must be able to drive a company vehicle.

**UAC – CASE MANAGER SUPERVISOR (FT):** Responsible for coordinating Unaccompanied Alien Children (UAC) case management services including the management of children’s services and professionals. Assists the Case Managers to assess the needs of each resident in care, developing an Individual Case/Service Plan for each one, screening for human trafficking concerns, and documenting the provision of services in each resident’s case file. Primarily focused on a safe, efficient and timely family reunification, with responsibility for tracking placement-to-release ratios. The Lead Case Manager shall also ensure that all services provided to each child is properly documented in each child’s case file. Master’s degree in Behavioral Sciences, human services or social services fields from an accredited College/University or Bachelor’s degree in the Behavioral Sciences, human services or social services fields from an accredited College/University **AND** at least three years progressive employment experience that demonstrates supervisory and case management experience. Must have a valid Florida Driver’s License with a good driving record. **Must be bilingual (English/Spanish).**

**UAC HOUSEHOLD SUPERVISOR (FT):** The UAC Household Supervisor will be responsible for the implementation of home-life organizational procedures and overall supervision of staff and children. Must be able to ensure proper monitoring of all clients’ activities at all times by the Resident Counselors. Ability to enforce rules and directives to members of staff. Will conduct and/or schedule regular training of all staff members and audits on a consistent basis. Must possess excellent interpersonal skills and initiative. **Must be able to work a flexible schedule, including weekends and evenings. Minimum of an Associate’s degree in Psychology, Social Work, Human Services or other related field from an accredited College/University and at least four years of progressive employment experience in childcare agency or organization required. Bachelor’s degree in Psychology, Social Work, Human Services or other related field from an accredited College/University preferred. Must be Bilingual (English/Spanish).**

**UAC - RESIDENT COUNSELOR (FT) 2ND & 3RD Shift:** Responsible for the care and supervision of children and assist in teaching life skills to teens. Some domestic duties involved. Must be creative, energetic and patient. Candidate must have a valid Florida driver’s license and a good driving record; driving responsibilities required. Must have a High School diploma or equivalent degree, AA and Bachelor’s degree preferred from an accredited College/University plus a minimum of one year employment experience in the child welfare field working with children and/or adolescents in a social service setting. Must be able to work weekends. Must be bilingual (English/Spanish).

**UAC - TEACHER (PT;TEMPORARY):** Responsible for the academic progress of assigned students, as well as planning instruction, setting goals, implementing curriculum, communicating standards, achievements and deficiencies to students. Administers appropriate testing in a timely manner. Creates Individual Learning plans for all students with-in three school days after entering the program. Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs. **Bachelor’s degree in Education or related field from an accredited College/University. Must have a Florida State Teacher’s Certification AND a Certification to teach English to Speakers of Other Languages (ESOL).**

**Must be bilingual (English/Spanish).**

**Apply in person: E-mail resume**:

20000 NW 47th Avenue, Building#2 **OR** [HRDept@hhch.org](mailto:HRDept@hhch.org)

Miami Gardens, Florida 33055 **No Phone Calls Please**

[www.hhch.org](http://www.hhch.org)

Benefits Available (F/T): Health/Dental/Vision/Life Ins./Long Term Disability Ins./AFLAC/PTO/Direct Deposit/ 403(b) plan**.**

**His House Children's Home is a Drug Free Workplace. EOE**

His House Children's Home will provide appropriate auxiliary aids, including qualified/certified American Sign Language (ASL) interpreters to persons with

disabilities and qualified foreign-language interpreters to persons with Limited-English Proficiency (LEP) to allow such persons an equal opportunity to

participate in or benefit from His House Children’s Home programs and services. Requests for auxiliary aids and/or interpreters should be submitted

no later than five (5) days prior to the scheduled event.