

ANSWER THE CALL



Effective as of: December 10, 2021

DEVELOPMENT – DONOR RELATIONS COORDINATOR (FT): The Donor Relations Coordinator is responsible for the recruitment, securing and retention of donor sponsorships for children’s activities on/off campus. Will work in collaboration with the Residential department in determining which type of donor sponsorships are needed for all children’s activities including spring break and summer vacation. Will also be responsible for the development, coordination and execution of all service projects including securing sponsorship and follow-up for same. Assists with minor and major fundraising events. Minimum Associates degree or sixty (60) credits in Communications, Education, Child Development or related field from an accredited College/University plus two (2) years of related work experience required. Must be able to work a flexible schedule, be energetic, detail-oriented, and have great organizational, communication and interpersonal skills. Must have a valid Florida driver’s license and a good driving record.

OPERATIONS – ASSISTANT COOK (FT, TEMPORARY FOR TWO MONTHS, SHIFT: Mon – Fri 6am – 2pm): Will assist the Cook in ensuring food safety standards are being met, oversee food inventory, fulfill household orders and keep equipment and food preparation areas clean under the direct supervision of the Lead Cook. Candidate must be able to work with minimum supervision and have the ability to follow verbal and written instructions. Must have good organizational skills and be computer proficient. High school diploma required plus a minimum of one-year relevant working experience. Must have a valid Florida driver’s license and a good driving record.

PQI - PQI SPECIALIST III (FT): Responsible for auditing Unaccompanied Children (UC) files for quality and compliance and provide recommendations when needed. Will conduct investigations of client grievances and HIPPA violations that occur within the agency. Develops / revises policies and procedures whilst also ensuring policies are up to date. Will conduct cottage audits in both residential programs to ensure compliance with DCF standards. Develop and provide trainings associated with HIPPA privacy rule, the Clients’ grievance policy and Clients’ rights to staff. Minimum Associates’ degree or sixty (60) credits in Business Administration, Human Services or related field required, Bachelors’ preferred from an accredited College / University plus a minimum of one year QA experience in Child Welfare. Must have a valid Florida driver’s license and a good driving record.
Must be bilingual (English/Spanish).

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 correction directives to the children. Duties also include domestic responsibilities. 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 required. 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.

UAC - CASE AIDE (FT): Responsible for transportation of children to all assigned appointments (visitations, medical, dental, medication management and court). Must be able to perform clerical duties including typing, report writing and other related duties. Candidate must be energetic, have great communication and organizational skills, and must have the ability to multi-task. Must have a valid Florida driver’s license with a good driving record. High school diploma and/or equivalent. Good writing skills and ability to follow verbal and written instructions is required. **Must be available for on-call duties including weekends. Must be bilingual (English/Spanish).**

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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 Case Manager Supervisor 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 - LEAD RESIDENT COUNSELOR (FT) 2ND Shift (2 Positions): The Lead Resident Counselor will be responsible for leading assigned shifts. This position will be responsible for ensuring that the home adheres to program rules and remains in compliance to regulatory standards. Good communication and interpersonal skills required. High School diploma or equivalent required, AA and Bachelor’s degree preferred from an accredited College/University and a minimum of two-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 - RESIDENT COUNSELOR (FT) 2ND & 3RD Shift Only: 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).

Apply in person:
20000 NW 47th Avenue, Building #2
Miami Gardens, Florida 33055
www.hhch.org

OR

E-mail resume:
HRDept@hhch.org
No Phone Calls Please

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.



His House Children's Home 20000 NW 47Th Ave. Building 2, Miami Gardens Fl. 33055 | ☎ 305.430.0085 | www.hhch.org

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