

ANSWER THE CALL



Effective as of: April 12, 2022

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.

LICENSING – FOSTER HOME RECRUITMENT COORDINATOR (FT): Responsible for the recruitment of quality foster parents under the supervision of the department Manager. Candidate will initiate, coordinate and maintain contact with businesses and the community in general with the purpose of recruiting quality foster parents. Will coordinate and promote programs through outreach activities and networking, respond to questions and calls concerning fostering; compile an accurate spreadsheet of all contacts made. Assist Licensing Department with special events, facilitate and coordinate speaking engagements / presentations at churches, organizations and the community in general. Position may require public speaking. Must have excellent verbal and written communication skills and be prepared to work a flexible schedule. High School diploma required plus two years of experience working in the child welfare system required. Associate degree preferred from an accredited College / University. Foster parent recruitment experience a plus. **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.

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.



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RESIDENTIAL – HOME COORDINATOR (FT): Responsible for the implementation of home-life organizational procedures and overall supervision of staff and children assigned to the residential homes in compliance with the State of Florida DCF licensure requirements, COA accreditation standards as well as organizational policies and procedures. Also responsible for some administrative duties including but not limited to updating all necessary forms and making sure they are accessible, conducting daily audits of medication logs and other duties as assigned. Minimum High School Diploma required with five (5) years of experience working with at risk children. Associate Degree in social work or related field preferred from an accredited College / University plus at least three (3) years of experience working with at risk children. Must be proficient with computers, detail-oriented, and have great organizational, communication and interpersonal skills. Must have a valid Florida driver's license and a good driving record.

UAC – ACTIVITIES COORDINATOR (FT): Responsible for the development and implementation of age and culturally appropriate recreational / extracurricular activities for the Unaccompanied Children (UC) in collaboration with Community Partners and other departments within the Agency. Responsible for administrative processes including but not limited to ensuring that UC Program volunteers receive all required trainings and pre-service trainings. Maintains and updates the UC volunteer digital files and ensures Volunteer clearances prior to activities / events. Responsible for the supervision of volunteers at all times. Will coordinate all onsite / offsite outings and activities including weekends, vacations and the holidays. **Minimum High School diploma or equivalent required plus two years of related work experience. Associates or Bachelor's degree in Human Services, Social Services, Communications, Education, Child Development or related field from an accredited College / University preferred.** 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. **Must be bilingual (English/Spanish).**

UAC – CLINICIAN (FT): Candidate must have a **Master's degree in the Human Services field from an accredited College / University plus two years of postgraduate direct service delivery experience. Must be licensed or license eligible.** Clinician will provide individual and group therapy to children facing family crises in an effort to increase their level of functioning and emotional stability and will provide mental health training for staff. Provide therapeutic supervised visits with children and their families. Provide crisis intervention for after hour care. Must have a valid Florida driver's license and a good driving record. **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 able to speak different languages (English/Creole/French/Spanish).**

UAC – MEDICAL COORDINATOR (FT): Provide support to the UAC department in the medical/dental monitoring of the children and transportation to their appointments. Distribute verbal/written information to all houses as directed by management. Responsible for coordinating and scheduling Initial Doctor/Dental visits with Primary Physician/Dentist and all necessary follow up visits for each minor. Responsible for keeping medical records organized and updated and providing the Case Managers with same at the time of release for each minor. Responsible for ordering all prescriptions thru Proxy Care and is the contact person for Supervisors to reorder medication refills. Provide the UAC Administrative Assistant with complete Medical Records for any closed case and perform other clerical work as assigned. Minimum of a High School diploma and at least one year employment in clerical/office duties required. Must have a Florida Driver's License. **Must be bilingual (English and Spanish).**



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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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