

ANSWER THE CALL



Effective as of: July 15, 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).**

OPERATIONS – CAMPUS JANITOR (FT): Responsible for maintaining the external areas of the campus, keeping it in a clean and orderly condition. Duties include but not limited to cleaning outside building floors by sweeping, using leaf blower, mopping or scrubbing and pressure washing external floors and walls including picnic tables, benches and playground equipment. Responsible for locking doors to secure buildings. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices. Must have good communication and interpersonal skills. High School diploma preferred. Must have a valid Florida driver’s license and a good driving record.

PQI – MEDICAID COMPLIANCE AUDITOR (P/T; CONTRACT): To perform compliance and quality reviews of all Clinical records in order to ensure billing for Medicaid is completed in a timely and accurate manner. Will prepare written reports on audit findings and make recommendations for corrective action when needed. Master’s degree in Mental Health or related field from an accredited College/University **PLUS** two years of experience and expertise in Mental Health Medicaid billing required. Must have a valid Florida driver’s license and a good driving record.

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.



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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.

UAC - CASE MANAGER (FT): Must be flexible with schedule. Responsible for client intake, assessments, reunification packages, the development and implementation of case/service plans. Must have a Bachelor's degree in the Behavioral Sciences, Human Services or Social Services fields from an accredited College/University plus 1-2 years of progressive employment experience in the aforementioned fields. Child welfare and/or case management experience is preferred.
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 High School diploma Plus five (5) years employment experience in Child Welfare OR Associate's degree in Psychology, Social Work, Human Services or other related field from an accredited College/University Plus four (4) years of employment experience in Child Welfare 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 LEAD RESIDENT COUNSELOR OVERNIGHT FLOATER (FT): Will oversee and lead on specific tasks or projects delegated by Household Supervisors or Managers. Lead in handling gaps in shifts and will be responsible for inventories of supplies. **Minimum of Associates degree in Psychology, Social Services, Humanities or related field from an accredited College/University required and at least two years of child and/or adolescent care work experience.** Infant and Childhood Certification a plus. Good computer, communication, and interpersonal skills required. Must have a valid Florida driver's license with a good driving record. **Must be bilingual (English/Spanish).**

UAC - LEAD RESIDENT COUNSELOR (FT; 2ND & 3RD Shift): 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).**



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UAC - RESIDENT COUNSELOR (FT) 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 - TRAVEL CASE AIDE (PT): Must be able to travel and accompany UAC Minors to locations throughout the U.S. in order to reunite them with their qualified sponsors. Must be energetic, detail-oriented, have good organizational and communication skills. Must have a valid driver's license, have a good driving record and be able to work a flexible schedule, which includes weekends. High School diploma or equivalent required. Must have good writing/documentation skills and ability to follow verbal and written instructions.

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.

