

ANSWER THE CALL



Effective as of: September 16, 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)**

LICENSING – LICENSING SPECIALIST (FT): Conduct quarterly home visits to foster homes. Conduct home studies on prospective foster parents and re-licensing as well as act as a liaison with community-based Care Agencies in regards to licensing and re-licensing. A Bachelor’s Degree in Psychology, Social Work, Human Services or related field from an accredited College / University required. Masters’ degree preferred. Must have a working experience in licensing foster homes in Florida.

CARE Training Certification a PLUS. Child Welfare / PDC Certification 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. **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 - HOUSE PARENTS (LIVE - IN, FT): Responsible for providing direct care and supervision to youth in a group home setting in accordance with local, state and contract requirements. Under the direction of the Director of Residential Services, the position provides on-site supervision and management of assigned direct care staff. Will also monitor and properly maintain all required home-specific documents for completion and accuracy and comply with all policies, practices and procedures. Will promote a therapeutic environment by fostering and maintaining an environment conducive to the safety, healing and character building of the youth, as well as the staff. **Minimum Associates Degree required from an accredited College / University with four (4) years working experience as a House Parent or related experience OR Bachelor’s Degree from an accredited College / University with two (2) years working experience as a House Parent or related experience. Full Housing and 100% Medical Insurance provided.** Must have great communication and organizational skills. Must have a valid Florida driver’s license, able to pass a criminal background check and have a good driving record.



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RESIDENTIAL - LEAD CHILDCARE PROFESSIONALS (FT) 2ND Shift: Must be flexible with schedule. The Lead Childcare Professional 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. High-school diploma or GED required, Bachelor's or Associates degree preferred and at least two years of child and/or adolescent care experience. Must have a valid Florida driver's license with a good driving record (driving responsibilities required). Infant and Childhood Certification a plus. Good communication and interpersonal skills required.

UAC - LEAD RESIDENT COUNSELOR (2ND SHIFT; FT): 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 able to speak different languages (English/Creole/French/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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