

ANSWER THE CALL



Effective as of: March 24, 2023

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 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.

UAC - CASE AIDE (2 FT POSITIONS): 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).**

UAC – DATA MANAGEMENT SPECIALIST (FT): Responsible for overseeing, managing and developing data oriented systems for the department's needs. Serves as the point person for data-related tasks on an assigned project / task. Coordinates the production of data needed and requested by the department for reporting needs and other related duties as assigned. Minimum High School diploma required. Associate's or Bachelor's Degree preferred PLUS working experience in Data Analysis, which includes the formulation of reports and data. Proficient personal computer skills a must including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, PDA operation and synchronizing software usage. Must have a valid Florida driver's license with a good driving record.



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UAC – RESIDENTIAL SECURITY (2 FT POSITIONS): Responsible for protecting and ensuring the safety and security of the campus, clients, staff and visitors within the premises. Responsible for mitigating, contacting proper authorities and reporting risk factors identified on campus and in the homes. Drives around campus and monitors assigned areas, including office buildings, residential homes, play and parking areas in order to ensure safety and security. Assists residential home staff in ensuring proper supervision of children and enforcement of campus rules, regulations, and policies Assures personnel on campus are authorized staff and or visitors. Escorts children, employees and visitors to designated locations as needed. High school diploma and/or equivalent required. Experience working with children preferred. Must have a valid Florida driver's license with a good driving record.
Must be bilingual (English/Spanish).

UAC - TRAINER (FT): Responsible for coordinating, designing, developing and conducting the organization's training programs. Develop and implement protocols for continuous staff training designed to achieve all DCF, State of Florida, Federal, and COA requirements of the organization. Maintain contact with all organizational directors, managers and supervisors and assist in the identification of training gaps. Update training modules for departments and positions on an annual basis. Bachelors in Human Services, Business Administration, Human Resources, Education or related field from an accredited college/university PLUS two years' working experience in child welfare and / or staff development in a business setting. Must possess an active Child Welfare Case Manager (CWCM) certification from the state of Florida and able to teach PRIDE/PIP/MAPP. Master Degree preferred. Must have a valid Florida Driver's License with a good driving record.

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.

