

Employment Opportunities at ACH Child and Family Services

ACH Child and Family Services (www.ACHservices.org), a leader in the prevention and treatment of child abuse, neglect and family separation in North Texas, is hiring!

We depend on diverse and caring people to create impactful relationships in order to successfully fulfill our mission to Protect Children and Preserve Families. We provide a collaborative work environment where clients come first and employees are given the tools, supervision and support to make a meaningful and measurable difference.

Position Title:	Belltower Event Coordinator
Program Name:	Belltower Chapel
Job Type:	Part-Time
Location:	Wichita Campus
Hours:	Hours vary, as needed
Education:	A high school diploma or GED is preferred.
Experience:	Event Management, Service and/or Banquet Industry, Wedding Planning or Coordination preferred
Description:	Seasonal/temporary/part-time position responsible for event setup and supervision, facility operations and staff supervision

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Position Title:	Belltower Event Staff
Program Name:	Belltower Chapel
Job Type:	Part-Time
Location:	Wichita Street Campus
Hours:	Hours vary, as needed
Education:	A high school diploma or GED is preferred.
Experience:	Previous job experience is preferred, but not required.
Description:	Seasonal/temporary/part-time position responsible for event setup and breakdown, site security and site maintenance under the direction of the assigned Event Facility Coordinator.

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Position Title:	Child Care / Transportation Specialist
Program Name:	Our Community, Our Kids
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Hours vary, as needed, 60+ hours a week
Education:	High School diploma or GED required; A Bachelor's degree in a human service field from an accredited college or university preferred.
Experience:	A minimum of two years of child care and positive guidance experience of youth in a child placing agency,, residential or professional setting. Effective listening and communication skills, understanding of children and youth in crisis
Description:	To provide safety, basic child care, transportation, a supportive experience, and provide empathic adult guidance to clients. The job requires sensitivity to the service population's cultural and socioeconomic characteristics and ability to function without close supervision. Must possess a valid Texas driver's license and be able to operate a multi-passenger vehicle. Must have a driving record, which is within the guidelines of the insurance underwriter.

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Position Title:	Clinical Director
Program Name:	Our Community, Our Kids
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8 a.m. - 5 p.m.
Education:	A Master's degree in clinical field such as Social Work, counseling or psychology.
Experience:	Independent clinical license. Five years of direct supervision experience in a clinical setting - Child-placing agency experience given preference.
Description:	We are currently looking for a Clinical Director who, under the general administrative direction of the Director of Care Management, will be responsible for the development, implementation, maintenance and evaluation of the clinical aspects and functions of the OCOK Care Coordination Department. The position provides direct supervision for the Care Coordinators. Ensures that youth and families referred to the Agency are receiving the appropriate services in accordance with OCOK regulations, contract requirements and Agency policy/procedures. Promotes the well-being of children and families, participates in staff meetings/trainings, and coordinates with staff from other agencies involved in providing services to children and families.

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Position Title:	Family Care Specialist
Program Name:	Families Together
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8 a.m. - 5 p.m.
Education:	High school education required, college degree is preferred, with a major in social services.
Experience:	One year direct experience in a residential setting or equivalent relevant experience required.
Description:	The Family Care Specialist will provide the implementation of a program that will encourage families & children to develop to their maximum potential. Oversee the day-to-day functions of the families to ensure safety, goal attainment, guidance, and assistance with the achievement of plan of service goals. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

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Position Title:	Foster Care / Adoption Recruitment Specialist
Program Name:	Foster Care and Adoption
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8 a.m. - 5 p.m.
Education:	Bachelor's degree required in Marketing/Communications or Social Work or related fields.
Experience:	Minimum of one year experience working in Marketing, Foster Care or Communications. Proficiency in MS Office (Excel, Word, PowerPoint, Outlook). Excellent verbal and written communication skills. Strong project management, customer service and organizational skills. Ability to work independently.
Description:	Responsible for recruitment, retention, teaching pre-service educational classes of Foster/Adoptive parent, and some content for website.

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Position Title:	Foster Care / Adoption Specialist
Program Name:	Foster Care and Adoption
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8 a.m. - 5 p.m.
Education:	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
Experience:	A minimum of two years of documented full time work experience in a child-placing agency is required with a Bachelor's degree.
Description:	Provides clinical and technical support to Foster/Adoptive parents through intensive case management services, crisis management, home visits, weekly contact, monitoring of standards compliance, documentation, ongoing training and advocacy. The job requires sensitivity to the services population's cultural and socioeconomic characteristics.

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Position Title:	Foster Care / Adoption Supervisor
Program Name:	Foster Care and Adoption
Job Type:	Full-Time
Location:	Wichita Street Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
Experience:	A minimum of three years of experience working with youth and families or related experience with some knowledge of the regulations that guide a foster/adopt program is required with a Bachelor's degree. A minimum of two years of experience working with youth and families or related experience with some knowledge of the regulations that guide a foster/adopt program is required with a Master's degree.
Description:	To assist in the monitoring of Foster Care/Adoption services delivered by ACH Child and Family Services through direct supervision of Foster/Adoption Specialists. The Foster Care/Adoption Supervisor will be responsible for providing leadership, ensuring compliance with all standards and contract requirements, and will provide direct supervision on all foster/adopt cases as assigned.

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Position Title:	Intake Specialist
Program Name:	Our Community, Our Kids
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
Experience:	A minimum of one year of experience working with children, youth and families in foster care system or related experience with some knowledge of the regulations that guide residential services is required.
Description:	Responsible for processing referrals and placing youth referred to the Agency by TDFPS and other agencies. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties directly: Receives and reviews youth referral and intake information from DFPS staff. Accepts and coordinates appropriate placement of youth in properly trained and licensed facilities within timelines required. Handles crisis calls and emergencies that are called in to the OCOK intake line.

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Position Title:	Intake Supervisor
Program Name:	Our Community, Our Kids
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
Experience:	A minimum of three years of experience working with children, youth and families in foster care or related experience with some knowledge of the regulations that guide residential services are required with a Bachelor's degree. OR A minimum of two years of experience working with children, youth and families in foster care or related experience with some knowledge of the regulations that guide residential services are required with a Master's degree.
Description:	Directs, administers and coordinates the activities of the Agency in support of the policies, goals and objectives established by the Agency Board of Directors, CEO and President. Performs the following duties directly or through subordinates: Supervises the Intake Specialists on a day-to-day basis. Ensures that youth referred to the Agency are placed in accordance with OCOK regulations, contract requirements and Agency policy/procedures. Promotes the well-being of children, participates in staff meetings/trainings, and coordinates with staff from other agencies involved in providing services to children.

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Position Title:	Services to At-Risk Youth (STAR) Clinical Supervisor
Program Name:	STAR
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	Master’s in psychology, social work, or related field. Training in counseling models especially Solution-Focused Brief Therapy. Training in trauma informed care and trauma counseling. Licensed Professional Counselor, Licensed Marriage and Family Therapist, or Licensed Clinical Social Worker preferred. Additional certification as an LPC-Supervisor, LMFT-Supervisor or LCSW-Clinical Supervision preferred.
Experience:	Two years of experience providing crisis intervention counseling, intake and assessment with at-risk youth required. Two years clinical supervision preferred. Understanding of crisis intervention, basic counseling models especially Solution-Focused Brief Counseling. Training and experience in trauma counseling, youth and family counseling and Evidence Based Programs. Excellent communication skills required.
Description:	The STAR Clinical Supervisor coordinates counseling services (crisis calls, referrals, counseling, etc.) so that STAR clients receive timely, competent, caring responses from the first call to discharge. Provide ongoing supervision to STAR Counselors, ensuring that the agency philosophy and practices (Solution-Focused methods and Other Evidence Based Programming) are implemented throughout service delivery. Represent ACH in the community.

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Position Title:	Services to At-Risk Youth (STAR) Skills Group Coordinator
Program Name:	STAR
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	BA/BS in psychology, social services, or related field.
Experience:	One year experience working with at-risk youth and families is required. A minimum of 1 year of data entry or clerical experience is required. Proficient in Microsoft Office suite, excellent written and oral communication skills. Experience with Evolv or other database system software preferred.
Description:	The Skills Group Coordinator will manage the youth and parenting skills groups including coordination of group scheduling, locations and assignment of STAR Counselors. Assist with the input and maintenance of all client data and billing. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

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Position Title:	The LIFE Project Mentor
Program Name:	Residential Services, The LIFE Project
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	High School diploma with six months of direct care and positive guidance experience of young adults; Bachelor’s degree in a human service field from an accredited college or university preferred.
Experience:	Effective listening skills, practice of Love & Logic behavior techniques, effective communication skills, understanding of the needs of young adults.
Description:	As a mentor, you will provide safety, a supportive learning experience and empathic adult guidance to young adults in The LIFE Project. The LIFE Project mentor works to build on clients' strengths, assists them to create solutions and helps them discover hope for their futures. Additionally, you will ensure the safety of young adults by positive guidance, encouragement of young adults and ongoing observation of the physical environment of the facility. You will be responsible for completion of or supervising young adults in duties such as: general organization of supplies, kitchen, food storage, household cleanliness and assurance of health and safety standards. The position requires sensitivity to the service population's cultural and socioeconomic characteristics.

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Position Title:	Training Coordinator
Program Name:	Training
Job Type:	Full-Time
Location:	Wichita Campus
Hours:	Monday - Friday, 8am – 5pm
Education:	Bachelor's Degree preferred.
Experience:	Competence in MS Office and other common software applications.
Description:	A successful Training Coordinator will coordinate and document employee training.

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Position Title:	Youth Care Specialist
Program Name:	Residential Services
Job Type:	Full-Time and Part-Time
Location:	Wichita Campus or Wedgwood Campus
Hours:	Hours vary, as needed
Education:	High School diploma or GED required; A Bachelor's degree in a human service field from an accredited college or university preferred.
Experience:	Six months of direct care and positive guidance experience of youth in a residential or professional setting. Effective listening and communication skills, understanding of children, youth, and families in crisis
Description:	To provide safety, basic care, a supportive learning experience, and provide empathetic adult guidance to clients. The Youth Care Specialist will support various programs including Behavioral Care group home, Emergency Youth Shelter, Families Together or LIFE Project. The residential programs work to build on the client's strengths, assists them to create solutions, and discover hope for their future. The job requires sensitivity to the service populations' cultural and socioeconomic characteristics.