

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:	OCOK Care Coordinator - Adoptions
Program Name:	"Our Community, Our Kids"
Job Type:	Full Time
Location:	Wichita Street 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:	<p>A minimum of one year of experience working with children, youth and families in foster care or related experience with some knowledge of the regulations that guide residential services is required. Some Care Coordinator positions require specialty areas of focus and therefore more specific experience is preferred such as:</p> <ul style="list-style-type: none">• Experience working with children and youth through the adoption process.• Experience driving quality and timely discharge planning from residential facilities as deemed appropriate in review of child's assessments and progress.• Experience working with older youth in permanency planning and preparation for transition to adulthood.
Description:	<p>Responsible for coordinating and approving services for youth and families referred to OCOK. 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:</p> <ul style="list-style-type: none">• Receives and reviews youth and family information to make determination of services.• Accepts and coordinates appropriate services for the youth and their families within timelines required.

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Position Title:	The Life Project Home Mentor
Program Name:	The LIFE Project
Job Type:	Full Time
Location:	Wichita Street Campus
Hours:	Tuesday - Saturday, 2:30 p.m. - 10:30 p.m.
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:	To 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. The position requires sensitivity to the service population's cultural and socioeconomic characteristics.

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Position Title:	Belltower Event Staff
Program Name:	Belltower Chapel
Job Type:	Temporary
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:	Transportation / Child Care Specialist
Program Name:	“Our Community, Our Kids” Intake
Job Type:	Full Time
Location:	Benbrook Office (Transport)
Hours:	Shifts Vary
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 cpa, 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.

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Position Title:	Foster Care / Adoption Specialist
Program Name:	Foster Care / Adoption
Job Type:	Full Time
Location:	Wichita Street 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 degree.
Description:	Provides clinical and technical support to Foster/Adopt 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:	Youth Care Specialist
Program Name:	Residential Behavioral Care, Emergency Youth Shelter, Wedgewood
Job Type:	Full Time
Location:	Varies, Crisis Respite Program
Hours:	All hours and shifts vary.
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. 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 empathic adult guidance to clients. A Youth Care Specialist requires sensitivity to the service population's cultural and socioeconomic characteristics. 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.

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Position Title:	Intake Specialist
Program Name:	"Our Community, Our Kids"
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 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:	Foster Care / Adoption Recruitment Specialist
Program Name:	Foster Care and Adoption
Job Type:	Full Time
Location:	Wichita Street Campus
Hours:	Monday - Friday, 8am – 5pm
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. Preference given to experience in publishing website content, foster parent recruitment or email marketing software. 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 Foster/Adoptive parent recruitment as well as maintain the foster care and adoption website and e-mail marketing.

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Position Title:	Family Care Specialist
Program Name:	Families Together
Job Type:	Full Time
Location:	Wichita Street Campus
Hours:	Monday, Thursday, and Friday 3:00 p.m. - 11:00 p.m. Saturday and Sunday 7:00 a.m. - 3:00 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 implementation of a program that will encourage families and 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:	Director of Facilities
Program Name:	Maintenance / Facilities
Job Type:	Full Time
Location:	Wichita Street Campus
Hours:	Monday - Friday, 8 a.m. - 5 p.m.
Education:	Five years in related work experience required, college degree preferred.
Experience:	Five or more years including experience managing complete maintenance and operations of commercial buildings and a commercial vehicle fleet. Experience procuring, negotiating and managing vendor contracts, such as grounds keeping, janitorial, security and others. Experience maintaining compliance with federal, state and local health, licensing and safety regulations. Experience leading and supervising staff. Experience maintaining and forecasting departmental budget. Must demonstrate an excellent knowledge of and ability to use facilities management systems for scheduling, documenting work and implementing preventative maintenance plans.
Description:	Responsible for all facilities maintenance, preventative maintenance, repairs, grounds maintenance, landscaping, agency vehicles and security or safety related needs of ACH Child and Family Services home property. The Director of Facilities directs and may help perform needed building, equipment, vehicle repairs and all general maintenance, security and safety work. The Director of Facilities will report to the Chief Executive Officer. The Director of Facilities is also responsible for the supervision of all maintenance technician staff, facilities and equipment contractors, completion of maintenance requests, group home/building checklists, upkeep of agency vehicles, and ordering needed supplies. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

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Position Title:	Child Care/Transportation Coordinator
Program Name:	"Our Community, Our Kids"
Job Type:	Full Time
Location:	Benbrook Office
Hours:	Monday - Friday, 8:00 a.m. - 5:00 p.m.
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 CPA, residential or professional setting. Effective listening and communication skills, understanding of children and youth in crisis.
Description:	To coordinate and provide safety, basic child care, transportation, a supportive experience, and provide empathic adult guidance to clients. This position will also coordinate schedules for child care and transportation needs as well as ensuring protocols and procedures are in place for safe management of children during the times child care and transportation services are needed. The job requires sensitivity to the service population's cultural and socioeconomic characteristics and ability to function without close supervision.

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Position Title:	STAR Program Support Specialist
Program Name:	STAR (Services To At Risk Youth)
Job Type:	Full Time
Location:	Wichita Street Campus
Hours:	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Education:	A high school diploma is required.
Experience:	A minimum of 1 year in data entry or clerical experience is required. One year experience working with at-risk youth and families preferred. Proficient in Microsoft Excel.
Description:	Responsible for the input and maintenance of all client data and billing. Assist with scheduling intakes and monitoring reception area as needed. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.