

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Academic Coordinator</b>
<b>Program Name:</b>	Wedgwood Residential
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wedgwood Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	Bachelor's degree and teaching certificate required (preference for grades 4 and up), special education certification preferred.
<b>Experience:</b>	Minimum of two years teaching experience in a classroom. Computer skills, good communication skills, classroom management skills.
<b>Description:</b>	Provides educational assistance to clients in ACH crisis respite programs. Provides additional support and educational experiences for other Wedgwood Programs

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Accountant</b>
<b>Program Name:</b>	Finance
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	Bachelor's Degree in Accounting or Business required.
<b>Experience:</b>	At least three years of general accounting experience including A/P & A/R, General Ledger, Payroll, MS Word, & MS Excel. MS Excel proficiency at an intermediate level preferred. Experience with Abila (formerly Sage) MIP software a plus. Nonprofit experience a plus. A least one year supervising experience preferred.
<b>Description:</b>	The Accountant will be responsible for various accounting functions which may include reconciling accounts, researching variances, preparing audit schedules and reports, reviewing financial reports, preparing government compliance reports and other general accounting duties. This position utilizes advanced accounting knowledge to assist in the administration of the overall fiscal control of the organization.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Accounting Manager</b>
<b>Program Name:</b>	OCOK Administration
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	Bachelor's Degree in Accounting or related field from an accredited institution
<b>Experience:</b>	Broad experience with and responsibility for accounting functions and financial reporting. At least two years of experience supervising staff performing accounting functions.
<b>Description:</b>	To perform and supervise the accurate accounting of financial activities of the OCOK division including transaction processing, financial reporting, review and analysis, grant/contract compliance monitoring, audit schedule preparation and other finance and accounting functions. This position is full-time, salaried (40 or more hours per week).

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

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

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Belltower Event Staff</b>
<b>Program Name:</b>	Belltower Chapel
<b>Job Type:</b>	Temporary
<b>Location:</b>	Wichita Street Campus
<b>Hours:</b>	Hours vary, as needed
<b>Education:</b>	A high school diploma or GED is preferred.
<b>Experience:</b>	Previous job experience is preferred, but not required.
<b>Description:</b>	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.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Child Care / Transportation Specialist</b>
<b>Program Name:</b>	“Our Community, Our Kids” Intake
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Hours vary, as needed
<b>Education:</b>	High School diploma or GED required; A Bachelor’s degree in a human service field from an accredited college or university preferred.
<b>Experience:</b>	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
<b>Description:</b>	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.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Facilities Technician</b>
<b>Program Name:</b>	Maintenance/Facilities
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	High School education or GED required.
<b>Experience:</b>	Experience in general maintenance such as grounds, janitorial, painting, vehicle maintenance, and the completion of maintenance related duties.
<b>Description:</b>	Complete facilities duties as directed by the Director of Facilities or Lead Facilities Technician. Duties can include grounds, mowing, janitorial, painting, completing facilities requests, and general maintenance. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Foster Care / Adoption Recruitment Specialist</b>
<b>Program Name:</b>	Foster Care and Adoption
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	Bachelor's degree required in Marketing/Communications or Social Work or related fields.
<b>Experience:</b>	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.
<b>Description:</b>	Responsible for recruitment, retention, teaching pre-service educational classes of Foster/Adoptive parent, and some content for website.



## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Foster Care / Adoption Specialist</b>
<b>Program Name:</b>	Foster Care and Adoption
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>Education:</b>	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
<b>Experience:</b>	A minimum of two years of documented full time work experience in a child-placing agency is required with a Bachelor's degree.
<b>Description:</b>	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.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>Foster Care / Adoption Supervisor</b>
<b>Program Name:</b>	Foster Care and Adoption
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Street Campus
<b>Hours:</b>	Monday - Friday, 8am – 5pm
<b>Education:</b>	A Bachelor's degree from an accredited college or university is required; a Master's degree in social work or related field is preferred.
<b>Experience:</b>	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.
<b>Description:</b>	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.

## **Employment Opportunities at ACH Child and Family Services**

*ACH Child and Family Services ([www.ACHservices.org](http://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.

<b>Position Title:</b>	<b>STAR Counselor</b>
<b>Program Name:</b>	STAR (Services to At-Risk Youth)
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8am – 5pm
<b>Education:</b>	BA/BS in psychology, social services or related field. Master's preferred.
<b>Experience:</b>	A minimum of one year of experience working with at-risk youth, providing crisis intervention, intake and assessment, case management or individual and family therapy is required. Ability to demonstrate and quickly acquire strong skills in crisis intervention, Solution Focused Brief Therapy, trauma informed care, group facilitation, and public relations required. Excellent communication and time management skills required.
<b>Description:</b>	Respond to service requests within 24 hours with crisis intervention to stabilize circumstances of family conflict, truancy and incidents of running away. Provide in-home or in community assessment and family preservation services, including counseling, case-management and skills-based groups. Prepare and submit all required paperwork and reports, in a timely manner. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.