



REFUGEHOUSE  
*foster care and adoption*

.....a home in the heart of every child

Phone: (972) 662-5112

Fax: (817) 887-5540

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## **Home and Placement Aide (Foster Care & Adoption)**

### **Company:**

Refuge House Inc.

### **Location:**

5301 Alpha Rd, Dallas, TX 75240

### **Salary:**

Contract

### **Benefits:**

Mileage reimbursement

Company cell phone and email

### **Education and Experience:**

Bachelor's (Required)

Experience in the field (preferred)

### **About the Role:**

Open to discussing Contract or Part-Time for this position.

Refuge House, Inc. is seeking a compassionate and detail-oriented individual to serve as the Home and Placement Aide. This position supports our foster care program by conducting home visits and conducting placements to ensure children are placed and monitored in safe, nurturing environments.

This role is ideal for someone who is organized, dependable, and passionate about supporting foster families and children.

### **Compensation:**

- **Home Visits: \$60 per visit + mileage reimbursement**
- **Placements: \$100 per visit + mileage reimbursement**

### **Key Responsibilities:**

#### **Home Visits**

- Ensure homes are in full compliance with RCCL and contract requirements
- Complete and sign a home monitoring checklist (with contractor and family signatures)
- Conduct child and foster parent interviews
- Complete required documentation and submit reports promptly
- All home visits must be completed in the first 14 days of the month

[www.refugehouse.org](http://www.refugehouse.org)

**DALLAS:** 5301 Alpha Rd E80 | Dallas, TX 75006 | P: 972-662-5112

**SAN ANTONIO:** 8000 W IH 10 Suite 600 | San Antonio, TX 78230 | P: 210-753-6835



## Placements

- Complete the full placement packet with all required names and signatures via DocuSign
- Ensure all DFPS/SSCC paperwork is signed and submitted, including:
  - DFPS Placement Authorization
  - DFPS Medical Consent / Attachment B
  - Attachment A
  - Education Decision Maker form
  - CPS Child Rights form
  - Discipline Policy acknowledgment
  - Placement Summary

## **Position Requirements:**

- Strong organizational and documentation skills
- Ability to communicate clearly and professionally with foster parents, case management specialists, and other staff
- Reliable transportation and willingness to travel for home visits
- Commitment to confidentiality and child safety standards
- Must complete all required DFPS online training courses (links provided)
- Must complete Refuge House's onboarding process and brief training

## **QUALIFICATIONS:**

Bachelor's Degree in Human Services field from an accredited college or university.

Ability to be on-call as necessary and respond immediately to on call email or phone.

Ability to handle multiple tasks; self-starter; energetic; detail oriented.

Ability work effectively under stress and remain flexible in changing situations.

Proficient in basic computer skills that include but are not limited to data entry, MS Office.

Perform the physical demands of the position



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**TO APPLY:**

Please email your resume and the title of position desired to [bwilson@refugehouse.org](mailto:bwilson@refugehouse.org)

[www.refugehouse.org](http://www.refugehouse.org)

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