

## **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!*

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<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

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<b>Position Title:</b>	<b>Belltower Event Staff</b>
<b>Program Name:</b>	Belltower Chapel
<b>Job Type:</b>	Part-Time
<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.

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<b>Position Title:</b>	<b>Child Care / Transportation Specialist</b>
<b>Program Name:</b>	Our Community, Our Kids
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Hours vary, as needed, 60+ hours a week
<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.

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<b>Position Title:</b>	<b>Clinical Case Manager</b>
<b>Program Name:</b>	Residential Services
<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>	A Master's degree in social work, psychology, or related human services field from an accredited college or university is required with additional certification preferred.
<b>Experience:</b>	The position requires two years of cumulative experience with an undergraduate degree that includes counseling with youth, crisis intervention, intake and assessment, and case management. Understanding of crisis intervention and trauma-informed care interventions, counseling techniques in working with adolescents and families, good verbal and written communication skills. Possesses a working knowledge of basic computer skills.
<b>Description:</b>	As the Clinical Case Manager, you will be responsible for providing support and service to youth and their families by providing and coordinating case management services, therapeutic services, crisis management and transitional services. The clinical case manager will respond to all referrals and coordinate admissions for assigned programs. The clinical case manager will provide admission assessments, develop service plans, assist in setting goals and coordinating resources to stabilize behaviors and provide independent living skills to youth transitioning to permanence or independence. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

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<b>Position Title:</b>	<b>Facilities Technician</b>
<b>Program Name:</b>	Facilities / Maintenance
<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>	The Facilities Technician supports the continued growth and operation of ACH and all its campuses by helping all our campuses remain clean, safe and functioning. The Facilities Technician is responsible for completing facilities duties as directed by the Director of Facilities. These duties include grounds keeping, mowing, janitorial work, painting, completing facilities requests and general maintenance. The job requires sensitivity to the service population's cultural and socioeconomic characteristics.

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<b>Position Title:</b>	<b>Family Care Specialist</b>
<b>Program Name:</b>	Families Together
<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 required, college degree is preferred, with a major in social services.
<b>Experience:</b>	One year direct experience in a residential setting or equivalent relevant experience required.
<b>Description:</b>	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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<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.

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<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 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.



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<b>Position Title:</b>	<b>Intake Supervisor</b>
<b>Program Name:</b>	Our Community, Our Kids
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita 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 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.
<b>Description:</b>	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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<b>Position Title:</b>	<b>Placement Manager</b>
<b>Program Name:</b>	Our Community, Our Kids
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita 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 four 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. Supervisory experience preferred.
<b>Description:</b>	A successful Placement Manager 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: Manages and 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. Prepares reports related to placement data and placement outcome performance and utilizes data for setting goals for the department.

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<b>Position Title:</b>	<b>Team Supervisor</b>
<b>Program Name:</b>	Residential Services
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wedgwood Campus
<b>Hours:</b>	Monday - Friday, 8am – 5pm
<b>Education:</b>	High School diploma or GED required, Bachelor's degree in a human service field from an accredited college or university preferred.
<b>Experience:</b>	One year of direct care experience. Experience with crisis intervention, building rapport, and engaging children and youth in activities preferred. One year supervisory experience preferred.
<b>Description:</b>	The Behavioral Care Team Supervisor is responsible for achieving the goals and program objectives of the program; supervision of team members; provide supervision of clients; maintain confidentiality; implement crisis intervention; assist clients to achieve their goals; assist client and family to achieve reunification (unless alternative placement is necessary); to adhere to the policies and procedures of the program, TDFPS, and the agency. The job requires sensitivity to the service population's cultural and socioeconomic characteristics. 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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<b>Position Title:</b>	<b>The LIFE Project Mentor</b>
<b>Program Name:</b>	Residential Services, The LIFE Project
<b>Job Type:</b>	Full-Time
<b>Location:</b>	Wichita Campus
<b>Hours:</b>	Monday - Friday, 8am – 5pm
<b>Education:</b>	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.
<b>Experience:</b>	Effective listening skills, practice of Love & Logic behavior techniques, effective communication skills, understanding of the needs of young adults.
<b>Description:</b>	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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<b>Position Title:</b>	<b>Youth Care Specialist</b>
<b>Program Name:</b>	Residential Services
<b>Job Type:</b>	Full-Time and Part-Time
<b>Location:</b>	Wichita Campus or Wedgwood 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>	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
<b>Description:</b>	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.