

Job Title: Direct Care Specialist

Positions Available

Emergency Shelter: Full time, part time, & PRN

Transitional Living Program (TLP): Full time, part time, & PRN

Emergency Shelter (ages newborn – 17 years)

Responsible for implementing the facility's structured direct care for children's programs and for providing an environment of consistent structure, guidance and nurturance in the shelter.

- Participate as a member of the Interdisciplinary Team to meet the physical, emotional, and social needs of the children, as outlined in each child's plan of service.
- Have a working knowledge of Trauma Informed Care, Normalcy, and Compassion Fatigue & Self-Care. Utilize a trauma informed approach to improve children's self-worth, learn effective problem solving and daily living skills, as well as self-regulation.
- Provide transportation to children as needed.
- Monitor and coordinate children's activities, behaviors and safety. Supervise and participate in daily activities with children.
- Administer prescription & non-prescription medication.
- Maintain home-like environment, including living quarters, grounds and backyard area to ensure a clean, safe and orderly environment.
- Participate in training, staff meetings and supervisory conferences to develop and enhance childcare & trauma-informed skills.
- Maintain client records, daily report sheets and serious incident reports as necessary.
- Perform other assignments and duties as requested.

Transitional Living Program (18 – 22 years)

Responsible for assisting with matters pertaining to food, cleaning, minor maintenance, house, hands on life skills, and for providing an environment of consistent structure, guidance and nurturance in the homes.

- Provides direct support and guidance to residents living in the home while meeting their physical, emotional, academic and vocational needs.
- Helps provide a living environment through a therapeutic approach that stimulates a balance of independence and teamwork, as well as building self-confidence, and problem solving skills.
- Makes room checks at the beginning and ending of shift to ensure resident safety.

- Participates as a member of an Interdisciplinary Team. Participation includes but is not limited to staffing, in-service training, email, staff notes, and other forms of communication as needed.
- Enforces the program requirements, house rules and disciplinary procedures of the program and helps to uphold the policies.
- Documents resident updates throughout shift via email and staff notes and reports to Program Manager significant activities in the house.
- Is familiar with each resident's vital information and Independent Living Plan goals and provides an environment that helps the resident achieve success with their goals and objectives through each phase of the program.
- Manages various household TLP staff responsibilities including but not limited to resident chores, household maintenance.
- Inspects the rooms and common areas of the home daily to assure proper housekeeping and maintenance needs are addressed. Reports maintenance issues to the Program Manager weekly and as needed for emergencies so they can be corrected promptly.
- Emphasizes safety of the residents, cleanliness of both the environment and their bodies, and monitors to insure proper food preparation and clean up at all times while on duty.
- Perform other assignments and duties as requested.

Qualifications / Basic Job Requirements (both programs):

High School Degree or equivalent is required. Some college or college degree is preferred.

Age 21 or older to meet the needs for the vehicle insurance. Current Texas driver's license with insurance and provide DFPS proof of driving record acceptable to agency insurers for the past three (3) years.

Minimum of one year of experience working with children and/or young adults in a therapeutic/residential setting or related experience.

Possess knowledge of issues related to child development, trauma, youth homelessness, abuse and neglect with at-risk children.

Must submit to pre-employment drug screen as well as random drug screens when directed.

Have required TB testing showing employee is free of contagious TB.

Submit to a criminal background check, FBI background check, and DFPS background check as required by regulatory agencies.

Effective communication skills, both oral and written. Effective organizational skills. Ability to establish and maintain effective working relationships with other employees and the public. Ability to perform duties with minimal supervision.

CPR Certification must be current or be obtained within 60 days of hire and renewed as required by regulatory standards. Current first aid and Emergency Behavior Intervention as required by regulatory standards.

Immediately report any suspected abuse/neglect of a child.

Maintain Licensing credentials as required and attend agency training as needed.

Set high standard of professional, technical, personal conduct and competence for team.

These positions are funded through state and federal funds and are subject to termination if funding ceases.