

| | |
|-------------------------|---|
| Job Title | Shelter Coordinator |
| Employer/ Agency | Catholic Charities of the Archdiocese of Galveston-Houston |
| Job Description | <p>The Children Services division of Catholic Charities is seeking a Shelter Coordinator. This role is responsible for providing licensed coverage at the St. Michael's Home for Children's two facilities.</p> <p>PRINCIPAL DUTIES</p> <ul style="list-style-type: none"> • Must look out for the safety and well-being of the children in care by reporting any issues of abuse or neglect suspected or witnessed at any time to the Shelter Coordinator, Program Director, Associate Program Director and Agency Quality Director or to the Confidential Praesidium Hotline • Ensuring licensed child care coverage for the facility; supervising rations for staff and clients; providing assistance and oversight while maintaining compliance with standards set forth by funding and state licensing standards and COA standards as well as ORR/DUCS guidelines and DHS/ICE rules and regulations. • Performing other duties as required such as attending meetings with service providers, participation in U nited Way tours and agency fairs as well as assisting with client-oriented projects. <p>MINIMUM EDUCATIONAL REQUIREMENTS, CERTIFICATION, AND LICENSE</p> <ul style="list-style-type: none"> • Bachelor degree in related field • <i>Licensed Child Care Administrator's (LCCA) license REQUIRED</i> |
| Qualifications | <p>MINIMUM SKILLS AND EXPERIENCE:</p> <ol style="list-style-type: none"> 1. Ability to handle and maintain confidential information 2. Ability to supervise ratio of staff to client 3. Ability to organize and maintain oversight. 4. Demonstrates organizational and planning skills. 5. Demonstrates success in interacting with a variety of people, i.e., staff and senior management, clients and volunteers. 6. Strong verbal and written communication skills, command of English language and bilingual in Spanish. 7. Minimum of 3 years of experience in residential children services or equivalent to residential experience in a licensed facility <p>WORKING CONDITIONS:</p> <ol style="list-style-type: none"> 1. Fast-paced environment with responsibility for minors who have suffered trauma, abused and neglect. 2. Can be stressful and requires above average problem solving skills. 3. Requires some weekend coverage. <p>OTHER:</p> <p>Must have reliable transportation, valid Texas Drivers License, and evidence of insurability.</p> <p>Must be able to coordinate a variety of activities.</p> <p>Must be able to work on a flexible schedule.</p> |

| | |
|---------------------------|---|
| | <p>Must be able to maintain a good working relationship with staff.</p> <p>Must be able to remain alert and awake during all work hours ensuring client safety at all times.</p> |
| Salary/Hours | Depending on the experience |
| Employer/Agency | Catholic Charities of the Archdiocese of Galveston-Houston |
| Address | 2900 Louisiana St |
| City, State, Zip | Houston, TX 77006 |
| Contact Person | Lidija Zapata |
| Contact Title | HR Coordinator |
| Telephone Number | 713-874-6597 |
| Fax Number | 713-874-6787 |
| Email Address | lzapata@catholiccharities.org |
| Application Method | http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=710 |
| Opening Date | As soon as possible |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.