

Job Title	On Call Youth Care Worker
Employer/ Agency	Catholic Charities
Job Description	<p>The <u>St. Jerome's URM Foster Care Program</u> of Catholic Charities is seeking a On Call Youth Care Worker.</p> <p>JOB SUMMARY Responsible for supporting and assisting URM foster families in supervising and caring for URM foster children. Child Care Worker should promote a sense of connection to family, community, USA and native country/culture. This position will additionally provide assistance for community homes if a need is recognized to ensure safety of a youth. Child Care Worker will assist foster parents to create opportunities within the program for youth to experience the core value of generosity (community service, volunteering, random acts, of kindness, etc.) and opportunities to master independent living skills. Child Care Worker will work closely with foster parents, case managers, and ISP team members to ensure youth's permanency plan is progressing.</p> <p>PRINCIPAL DUTIES</p> <ul style="list-style-type: none"> • Assist Foster Parents in providing a safe nurturing and learning environment for children. • Supervise children in the home during recreational activities and outings. • Provides one on one supervision to a child when safety concerns are noted for both community and agency homes. • Travel with minors for family unification, visits, and conferences when needed. • Assist children with homework and independent living activities, such as learning to cook. • Distribute medicine to clients as needed, documenting in the medicine log. • Expose children to English as a second language and the American Culture. • Assist in preserving children's culture by implementing their children's traditions or cultural activities. • Assist with daily homework. • Provide receipts for all expenditures as needed. • Assist foster families with transportation, errands, and necessary appointments for children. • Consult daily with foster parents to ensure needs of clients are being met. • Provide daily documentation noting the events during shift.

	<ul style="list-style-type: none"> • Coordinate with program staff, as needed to meet the needs of clients. • Maintain personal staff development requirements for a minimum of 30 hours annually to include First Aid/CPR and Behavior Management as set forth by Licensing. • Participate in service trainings, conferences, meetings, projects, and other events provided by Catholic Charities. • Attend meetings and individual supervision to discuss clients, house-related and program-related issues. • Perform other duties as deemed necessary by various circumstances or required by the supervisor. • Agency, Contract and Licensing Requirements: • Responsible for knowing the minimum standard licensing guidelines. • Reviews quarterly and annual licensing reports completed by FFHD. Presents findings to foster parents and creates and monitors action plan when applicable. • Knowledgeable and follow required agency, licensing and contract reporting guidelines as outlined. • Maintains client education records to meet CQI, COA, ORR and minimum licensing standards. • Monthly review of required tracking logs to ensure compliance. • Responsible for obtaining and maintaining confidential information.
Qualifications	<p>MINIMUM EDUCATION: High School diploma or GED or at least 1 year of related work experience.</p> <p>MINIMUM SKILLS AND EXPERIENCE: Multicultural and Bilingual preferred Knowledge of Social Work Principles and Ethics Experience working with juveniles, especially adolescents and families Working with immigration related agencies and systems preferred Must have reliable transportation, valid Texas driver’s license, and evidence of insurability Ability to work independently with minimum supervision Ability to work collaboratively with all stakeholders and maintain a professional courteous demeanor Ability to keep accurate files and records</p> <p>OTHER: Must be able to coordinate a variety of activities. Must be able to work a flexible schedule. Must be able to work day, evening and weekend shifts. Must have valid Texas Drivers Licenses, and evidence of insurability.</p>
Salary/Hours	DOE

Employer/Agency	Catholic Charities
Address	2900 Louisiana
City, State, Zip	Houston, TX 77006
Contact Person	Candy Kwok
Contact Title	Recruiter
Email Address	hrrecruiting@catholiccharities.org
Application Method	APPLY ONLINE AT WWW.CATHOLICCHARITIES.ORG
Opening Date	2/21/17

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