

<b>Job Title</b>	Shelter Coordinator
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor degree in related field and Licensed Child Care Administrator's (LCCA) license Required</li> <li>• Strong verbal and written communication skills, command of English language and bilingual in Spanish.</li> <li>• Minimum of 3 years of experience in residential children services or equivalent to residential experience in a licensed facility.</li> <li>• Must have reliable transportation, valid Texas Drivers License, and evidence of insurability.</li> </ul>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana St
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Candy Kwok
<b>Contact Title</b>	Recruiter
<b>Telephone Number</b>	713-874-6597

<b>Email Address</b>	<a href="mailto:hrrecruiting@catholiccharities.org">hrrecruiting@catholiccharities.org</a>
<b>Application Method</b>	Apply online at <a href="http://www.catholiccharities.org">www.catholiccharities.org</a>
<b>Opening Date</b>	1/12/17

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