

<b>Job Title</b>	Professional Direct Care Counselor
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Provide proper level of supervision necessary to ensure each child's safety and well-being <u>at all times.</u></li> <li>• Be aware of and accountable for each child's on-going activity in your care.</li> <li>• Cultivate developmentally appropriate independence in children through planned but flexible program activities.</li> <li>• Positively reinforce children's efforts and accomplishments.</li> <li>• Maintain detailed and accurate documentation and daily progress notes.</li> <li>• Become familiar with child's history which includes habits, interests, and special needs.</li> <li>• Ensure continuity of care for children by sharing with incoming care-givers information about each child's activities during the previous shift and any verbal or written information or instructions given by other professionals.</li> <li>• Obtain information and interpreting information in terms of residents.</li> <li>• Ensures and maintains safety of property belonging to and on HWHF grounds.</li> <li>• Ensures the safeguard of moneys belonging to HWHF or its clients.</li> <li>• Ensures that program schedules and functions are met in a professional and timely manner.</li> <li>• Interact directly with residents</li> <li>• Assist in planning and executing group, program and recreational activities</li> <li>• Be knowledgeable with DFPS Minimum Standards, and adhere to</li> <li>• Serve meals to each resident according to menu</li> <li>• Maintain work environments free of recognized hazards</li> <li>• Keep facility clean and sanitized.</li> <li>• Do laundry as needed.</li> <li>• Provide transportation to the residents for appointments as needed</li> <li>• Complete training hours annually in child care services, excluding first aid and orientation.</li> </ul>
<b>Qualifications</b>	High School Diploma. Valid Driver's License. Must provide proof of Liability Insurance on personal vehicle upon demand. Flexible Schedule a PLUS. Must be at least age 21. Good writing skills, detailed and legible. Have a love for children. Dependable.
<b>Salary/Hours</b>	\$9.00- \$10.00/ per hour (based on experience)
<b>Address</b>	P.O. BOX 1623 SPRING, TX 77383
<b>Contact Person</b>	MS. ANGELA FRANKLIN
<b>Contact Title</b>	HUMAN RESOURCES
<b>Telephone Number</b>	281) 651-1207
<b>Fax Number</b>	281) 651-1153
<b>Email Address</b>	<a href="mailto:a.franklin@heartswithhopefoundation.org">a.franklin@heartswithhopefoundation.org</a>
<b>Application Method</b>	heartswithhopefoundation.org
<b>Opening Date</b>	7/08/2014

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.