

<b>Job Title</b>	Professional Direct Care Counselor
<b>Job Description</b>	Provide proper level of supervision necessary to ensure each child's safety and well-being at all times. Be aware of and accountable for each child's on-going activity in your care. Cultivate developmentally appropriate independence in children through planned but flexible program activities. Positively reinforce children's efforts and accomplishments. Maintain detailed and accurate documentation and daily progress notes. Become familiar with child's history which includes habits, interests, and special needs. 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. Obtain information and interpreting information in terms of residents. Ensures and maintains safety of property belonging to and on HWHF grounds. Ensures the safeguard of moneys belonging to HWHF or its clients. Ensures that program schedules and functions are met in a professional and timely manner. Interact directly with residents. Assist in planning and executing group, program and recreational activities. Be knowledgeable with DFPS Minimum Standards, and adhere to. Serve meals to each resident according to menu. Maintain work environments free of recognized hazards. Keep facility clean and sanitized. Do laundry as needed. Provide transportation to the residents for appointments as needed. Complete training hours annually in child care services, excluding first aid and orientation.
<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>Employer/Agency</b>	HEARTS WITH HOPE FOUNDATION (HWHF), RTC/GRO
<b>Address</b>	P.O. BOX 1623
<b>City, State, Zip</b>	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>	<a href="http://heartswithhopefoundation.org">heartswithhopefoundation.org</a>
<b>Opening Date</b>	5/01/2014

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