



# CATHOLIC CHARITIES DALLAS IS HIRING!

For more information or to apply for any of these jobs, visit [www.ccdallas.org/careers](http://www.ccdallas.org/careers)

## Join us for the Catholic Charities Dallas Job Fair on Thursday, October 8th from 10 AM – 2 PM

We will be interviewing for the open roles below as well as for jobs still to be posted for a new housing initiative coming Fall 2020. Positions to include: Property Management Assistant Manager, Night Auditor, Facilities tech, Housekeeping, and Intensive Case Managers.

Please bring your resume.

### ● Agency Foster Parent

Catholic Charities Dallas is looking for a committed couple to provide a safe and nurturing home for 6 youth, typically aged 14-18 years old. The youth placed in the home may have traumatic backgrounds that may include abuse, neglect, severe violence or persecution. The foster parents will live in an agency home with a household budget and transportation, provided by CCD. The foster parents are responsible for the safety and care of the youth, ensuring their needs are met and helping them learn valuable life skills for successful transitions to independent living. **To apply submit resumes to [ifc@ccdallas.org](mailto:ifc@ccdallas.org) or [careers@ccdallas.org](mailto:careers@ccdallas.org)**

### ● Foster Home Developer

Fort Worth, TX 76115 | Full-time | Salary: \$17.50 to \$18.00 /hour

Catholic Charities Dallas is looking for a Foster Home Developer to join our team. You will be part of our Children's Services team. You will provide oversight to assigned foster homes, including home development, support, training and compliance; ensure that foster parents are providing safe and developmentally appropriate environment for foster youth in their home; work to ensure placement stability, foster parent retention, and compliance with all funder, licensing and accreditation standards.

Seeking a bachelor's degree in social work or related field and three years' experience in social services or a combination of education and experience. Experience working with children and families a must, and foster Care experience preferred. **See full posting for more requirements and information.**

### ● Property Manager

Dallas, TX 75247 | Full-time | Salary: \$60,000.00 to \$65,000.00 /year

Catholic Charities Dallas is looking for a Property Manager to join our team. You will be part of this brand-new initiative for the agency and be an integral part of its success. You will be responsible for all day to day property operations, overseeing and enhancing the value of the property. In partnership with the Services Manager, will provide 24/7 oversight of temporary and supportive housing residents. You will ensure the complex is leased to its capacity and to ensure residents are satisfied with the complex. You will ensure accuracy of all complex records – financial and administrative.

Seeking a bachelor's degree, and Certified Apartment Manager or Accredited Resident Manager. 2+ years' experience as a Leasing Consultant or Property Manager experience required, and ability to work nights or weekends as needed. **See full posting for more requirements and information.**

### ● Social Services Manager

Dallas, TX 75247 | Full-time | Salary: \$60,000.00 to \$65,000.00 /year

Catholic Charities Dallas is looking for a Social Services Manager to join our team. You will be part of this brand-new initiative for the agency and be an integral part of its success. You will supervise and train all staff and volunteers for the senior supportive housing initiative. You will manage the relationship with our partner agencies that will provide services on site. You will monitor the budget for this site and be responsible for weekly, monthly, quarterly and annual reports.

Seeking Bachelor's degree in social work OR combination of education and experience in business management or human services; Master's degree is preferred. Three plus years Program Manager experience required. Must have ability to effectively interact with individuals from diverse cultures and ethnicities. **See full posting for more requirements and information.**

### ● Day Porter / Janitor

Dallas, TX 75247 | Full-time | Salary: \$11.00 to \$13.00 /hour

Your primary duties would include vacuuming, sweeping, and mopping of flooring and stairs; clean and sanitize bathrooms; attend to break rooms, trash, dusting, windows, handy work including general maintenance and building upkeep duties, and more.

Seeking a HS diploma or GED, one plus year previous janitorial experience preferred, and must have ability to work independently and with good time management skills. **See full posting for more requirements and information.**

### ● Case Manager II

Dallas, TX 75212 | Full-time | Salary: \$17.00 to \$19.50 /hour

Catholic Charities Dallas is looking for a Case Manager II to join our team. You will be part of the St. Jude Supportive Housing program. You will provide intensive case management services to clients, including needs assessment, service planning, and follow-up with clients. You will provide information and referral information for partner providers within the St. Jude program and assist residents in signing up for State benefits.

Must have a four-year degree in social work or a related field of study; Master's degree preferred. Three to five years previous case management experience working with homeless populations is preferred. Must have excellent interpersonal, verbal, and written communication skills. **See full posting for more requirements and information.**

### ● Infant Adoption Case Manager - Pregnancy, Parenting & Adoption Services

Dallas, TX 75247 | Full-time | Salary: \$17.00 to \$18.50 /hour

Are you a proactive, take charge person? Have you been described as detail oriented and precise? Are you passionate about providing help and hope to children and adoptive couples? Do you have a passion for helping those in need? In this role you will provide direct case management services to adoptive couples, referral services and information for effective access to community resources, actively recruits families interested in adoption and markets the services provided by PP&A, and provide initial and regular education/training for adoptive parents. You will also provide testimony in court as warranted, evaluate cases and make determination for closure when appropriate, and complete documentation in an accurate and efficient manner.

Seeking a Bachelor's degree in related field; 2 years of casework experience preferred; BSW, LMSW or LCSW preferred. Qualifications for Level 1 Child Placement Staff, and maintain current professional license for the state of Texas, if applicable. **See full posting for more requirements and information.**

### ● Bilingual Parent/Youth Educator

Dallas, TX | Part-time | Salary: \$15.00 to \$17.00 /hour

Catholic Charities Dallas is looking for an energetic person, interested in having an impact on parents and youth in the community and local school system. This part-time position averages 25 hours a week. Most of your time will be divided between the diaper pantry where you will lead parenting classes and in the classroom with teen parents. There is also an expectation that you will network with other community resource providers in the area and market to clinics and hospitals. The ideal candidate will be a dynamic and fearless public speaker to engage parents of all ages in conversation about healthy relationships, using interactive curriculum and technology in group settings. Creative, energetic, and motivational change makers are encouraged to apply. Monday, Tuesday, Friday schedule with occasional Saturdays.

Seeking Bachelor's degree and experience in social work and two or more years case management experience preferred. Must be independent and will work primarily outside of the office. **Bilingual English/Spanish required. See full posting for more requirements and information.**

### ● Food Specialist

Dallas, TX 75247 | Full-time | Salary: \$15.00 to \$19.00 /hour

You will be responsible for collecting distribution data from all food distribution sites, data entry and daily and weekly report generation. You will oversee all food pantry locations and mobile food sites, and serve as team lead at CCD food pantry sites. You will help coordinate food pantry sites at parishes and community venues. You will support all the daily activities of the food program, including volunteer coordination. You will be the back-up driver for the Mobile Food Pantry program.

Seeking one with a high school diploma or GED; associates' or bachelor's degree preferred. Must have a CDL A license, or ability to complete process immediately upon hire. Food Handler Certification is required within the first 90 day of employment. Must be able to work with minimal supervision and with people of diverse backgrounds. **See full posting for more requirements and information.**

### ● Bilingual Case Manager – Children's Services

Fort Worth, TX | Full-time | Salary: \$15.00 to \$17.00 /hour

You will provide client support through regular contact and intervention in order to link each client with all support needed to meet individualized service plan goals; including reunification when appropriate. You will ensure and maintain compliance with funder, licensing, and regulatory requirements while providing case management services to clients in care. You will use experience, best practices, standards and statement of work requirements to ensure files are documented in a timely and accurate manner.

Seeking four-year degree in social work or related field of study; this is required. Preferred bilingual languages are Spanish, Tigrinya, Swahili, French, and English. Must be able to provide physical restraint as a last resort in high risk behavior situations and be able to effectively interact with individuals from diverse cultures and ethnicities. See full posting for more requirements and information.

### ● Childcare/Respite Worker

Fort Worth, TX | Part-time | Salary: \$12.00 to \$13.50 /hour

Provide client support to assist refugee foster youth in meeting their service plan, Continuum of Care, and STEP Tracker goals. Provide appropriate levels of supervision outlined in client service plans. Provide life skills development to help refugee foster youth adjust, acculturate and prepare for successful, independent living. Maintain compliance with Standards of Care in the agency home, including ensuring training requirements remain current and assistance is sought in areas of concern.

Seeking high school graduate, some college preferred. Must be bilingual in current refugee / immigrant language. See full posting for more requirements and information.

### ● Clinical Counselor International Foster Care

Fort Worth, TX | Full-time | Salary: \$40,000.00 to \$45,000.00 /year

Catholic Charities Dallas is looking for a Clinical Counselor to join our team. You will work with the International Foster Care program. You will provide mental health evaluations to assist case managers in developing service plan goals for clients in relation to their mental health needs. You will provide individual and family counseling to stabilize placements and support clients and foster families.

Seeking Master's degree in Counseling, Psychology, or Social Work required. Must have LCSW, LPC, LMFT license in the State of Texas or eligible to be licensed with minimum three years' experience conducting therapy sessions with individuals, families, and/or children. Bilingual English/Spanish is a plus. See full posting for more requirements and information.

### ● Clinical Counselor - St. Mary's

Fort Worth, TX | Full-time | Salary: \$38,000.00 to \$41,000.00 /year

You will provide mental health evaluations to assist case managers in developing service plan goals for clients in relation to their mental health needs. You will provide individual and family counseling to stabilize placements and support clients and foster families. You will ensure accurate and timely documentation of client records and progress in keeping with best practices and licensing requirements.

Seeking LCSW, LPC, LMFT licensed in the State of Texas or eligible to be licensed. Master's degree in counseling, psychology, or social work required. Bilingual English / Spanish required. See full posting for more requirements and information.

### ● Bilingual Case Manager - Internation Foster Care

Fort Worth, TX | Full-time | Salary: \$16.50 to \$17.00 /hour

Catholic Charities Dallas is looking for bilingual (Spanish, Swahili, Tigrinya, French, Rohingya preferred) Case Manager to join our team. You will be part of the Children's Services program. Provide client support through regular contact and intervention in order to ensure placement stability and remove barriers to service plan, Continuum of Care and STEP Tracker goals.

Seeking a four-year degree in social work or a related field of study, required. Bilingual in Spanish, Swahili, Tigrinya, French, Rohingya preferred. Previous experience case management experience in social service setting is preferred, and valid driver's license, insurance and reliable transportation required. See full posting for more requirements and information.

### ● Bilingual Youth Intervention Specialist

Fort Worth, TX | Full-time | Salary: \$14.50 to \$15.00 /hour

Catholic Charities Dallas is looking for Youth Intervention Specialist to join our team. You will be part of the Children's Services program. Three open positions- shifts available: 7 am to 3 pm Sun-Thurs, 3 pm to 11 pm Tues-Sat, and 7 am to 3 pm Tues - Sat. You will provide guidance to youth in care. You will help them with daily skill building lessons, help them build their self-esteem, and grow; ensuring that their service plans are implemented, and feedback is provided to the service team.

Seeking one with experience working with abused children preferred. Must understand the unique needs of children placed in shelter care. Must have physical strength to restrain a client due to high risk behaviors, if necessary and as last resort. Minimum one year experience in direct care. Bilingual English/Spanish required. Ability to effectively interact with individuals from diverse cultures and ethnicities. See full posting for more requirements and information.

## ABOUT WORKING AT CATHOLIC CHARITIES DALLAS

**Mission:** Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need.

**Vision:** Catholic Charities will be recognized as an effective leader serving the most vulnerable in our communities on their journey toward hope, independence and a better life.

#### OUR Employee Values:

**Service** – giving of ourselves and welcoming all

**Compassion** – treating all with empathy, care and consideration

**Integrity** – doing what is just, honest, and merciful

**Respect** – acknowledging the dignity and worth of every person

**Commitment** – giving attention, energy, and passion to all we do

2020 Best Nonprofits to Work For: Catholic Charities Dallas (CCD) was selected as one of the 2020 "Best Nonprofits to Work For." The NonProfit Times, the leading national business publication for nonprofit managers, has partnered with Best Companies Group to identify nonprofit organizations where leaders have excelled in creating quality workplaces. This survey and awards program is designed to identify, recognize and honor the best employers in the nonprofit industry, benefiting the industry's economy, workforce and businesses. The list is made up of 50 organizations.

Catholic Charities Dallas offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with an employer contribution after one year of employment. Paid Time Off (PTO) allows employees the flexibility to take time off as they need and we have a generous holiday schedule.

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