



Children's Village – Assistant Cottage Parent

Our Mission

Children's Village is a Christian home providing hope and healing for abused and neglected children. We are committed to protecting each child's health, safety, and well-being while providing trauma-informed, family-style care in a Christ-centered environment.

About Us

Founded in 1980, Children's Village is a privately funded 501(c)(3) nonprofit serving children and families in Smith County and surrounding East Texas. Our campus includes two cottage homes, a playground, a schoolhouse, and administrative offices in a serene country setting. Each cottage is led by a married couple serving as full-time, live-in Cottage Parents. **Assistant Cottage Parents** provide relief and support to Cottage Parents, ensuring continuity of care and structured supervision during scheduled time off.

Our General Residential Operation (GRO) Cottage Home program provides 24-hour residential care with an emphasis on sibling preservation, trauma-informed care, and normalcy. Each cottage serves up to six children of mixed ages and genders, primarily sibling groups from infancy through age 17. Our Cottage Homes provide a safe, structured, nurturing environment that promotes healing, stability, emotional growth, and normal childhood experiences while modeling healthy family relationships grounded in Christian values.

Position Summary

Assistant Cottage Parents provide part-time support for daily cottage operations, supervision, and care of children. This role assists Cottage Parents in maintaining a safe, structured, nurturing environment, implementing trauma-informed practices, and fostering normalcy. Assignments may be in either cottage depending on operational needs.

All Children's Village staff work within the **T1: Basic Child Care Operation service package** and adhere to DFPS Minimum Standards (§748), SSCC contracts, T3C standards, and Children's Village policies and procedures.

Qualifications

DFPS Minimum Standards – Child-to-Caregiver Ratio:

- Age 18+ if all children are under 13; 21+ if at least one child is 13 or older
- High school diploma, GED, or documented home-school equivalency demonstrating basic reading, writing, and math competencies
- Ability to read, write, and communicate effectively with co-workers, medical personnel, educators, and other professionals
- Successful completion of DFPS and criminal background checks, FBI fingerprinting, drug screening, and TB testing
- Valid Texas driver's license with a safe driving record

Additional Organizational Requirements:

- Experience working with children preferred
 - Ability to model Christian values and healthy family relationships
 - Strong interpersonal, problem-solving, coping, and organizational skills
 - Ability to work collaboratively with staff and professionals of diverse backgrounds
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Core Responsibilities

Child Care & Supervision:

- Provide safe, attentive supervision that protects each child's health, safety, and well-being
- Build supportive relationships with children and understand each child's social history, habits, and interests
- Implement service plans and maintain continuity of care, including daily progress notes for children receiving treatment services
- Assist with schoolwork and homework, providing necessary materials and reporting concerns



- Support normalcy and participation in age-appropriate activities using the reasonable and prudent parent standard
- Transport children to school, church, family visits, medical appointments, and recreational activities as assigned

Household & Daily Living Support:

- Assist with meal preparation and serve nutritious, well-balanced meals
- Perform household and grounds maintenance to ensure cleanliness and organization
- Assign age-appropriate chores and teach responsibility
- Encourage personal hygiene and self-care routines
- Support structured routines, recreation, and developmental growth
- Participate in daily devotions and local church community

Training & Program Standards

All direct care staff complete and maintain training in accordance with Minimum Standards, DFPS, SSCC contracts, T3C, and Children's Village policy, including:

- Trauma Systems Therapy – Common Sense Parenting (TST–CSP)
- Normalcy and the Reasonable and Prudent Parent Standard
- Required pre-service, annual, and role-specific training

All direct care staff are expected to apply trauma-informed principles in supervision, discipline, communication, and care planning.

TST–CSP Implementation:

- Support emotional regulation and coping skills
- Use consistent, developmentally appropriate parenting strategies
- Reinforce structure, predictability, and positive behavior
- Collaborate with clinical staff to support treatment goals

Cross-System Navigation & Care Coordination:

- Advocate for and coordinate services across STAR Health, HHSC Behavioral Health Services (as applicable), Early Childhood Intervention (ECI), education systems, and child welfare systems relevant to T1: Basic Child Care Operation clients
- Coordinate care with each child's medical consentor
- Participate in STAR Health Service Coordination based on eligibility
- Communicate relevant health, behavioral, and developmental information to appropriate professionals

Benefits

- Part-time position with flexible scheduling
- Meals provided when working in the cottage
- Agency vehicle provided for child transportation
- Agency-paid training and professional development
- Sick leave and professional development support
- Supportive, collaborative work environment
- Opportunity to provide hope and healing for abused and neglected children

Application Instructions:

Interested applicants may submit a resume and completed employment application to:
administration@childrensvillageoftexas.org.