

Children's Village – Overnight Awake Staff

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 & Family Service Agency, Inc. is a privately funded 501(c)(3) nonprofit serving children and families in Northeast Texas. Our campus includes two cottage homes, playgrounds, a schoolhouse, and administrative offices. Each cottage is staffed by full-time, live-in Cottage Parents, **with Overnight Awake Staff** providing additional supervision to ensure 24-hour child safety and care.

Position Summary

Overnight Awake Staff provide **continuous overnight supervision** of children in the Cottage Homes, responding to their needs and 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

Minimum Requirements (§748, DFPS, T3C)

- 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
- Physically, mentally, and emotionally capable of performing assigned tasks
- 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

Core

Responsibilities

Child Care & Supervision:

- Provide safe, attentive supervision that protects each child's health, safety, and well-being
- Maintain direct, continuous supervision of assigned children overnight
- Monitor children's location, behavior, and safety at all times
- Respond immediately to distress, medical needs, or unsafe situations
- Conduct routine bed checks as specified in each child's service plan
- Implement audio monitoring for infants, toddlers, or children requiring heightened supervision, with documentation in the service plan
- Implement service plans and maintain continuity of care, including daily progress notes for children receiving treatment services
- 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
- Communicate relevant information to Cottage Parents, therapists, case managers, and other professionals

Household & Daily Living Support

- Support Cottage Parents in maintaining a clean, safe, and structured home environment
 - Assist with minor household tasks and organization, as directed
 - Assign age-appropriate chores and teach responsibility
 - Encourage personal hygiene and self-care routines
 - Support structured routines, recreation, and developmental growth
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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
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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
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Application Instructions:

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