

**Catholic Charities, Diocese of Fort Worth, Inc.  
Job Posting**

**JOB TITLE** Agency Home Respite Provider (Part-time)

**PROGRAM** International Foster Care

**SUMMARY**

The purpose of the Unaccompanied Refugee Minor Program (URM) is to provide a safe, nurturing, culturally-sensitive environment for unaccompanied refugee minors that will equip and empower them to integrate successfully into their local community and to reach their full potential. The Agency Home Respite Provider is responsible for providing regularly scheduled respite as well as emergency respite to the agency home foster parents. This includes being a caregiver for up to 6 refugee teenagers, including the provision of material needs, physical needs, spiritual needs, emotional needs and disciplinary needs. Prepare meals. Administer and document all medications. Provide transportation for residents with a Catholic Charities vehicle. Assist in completing all documentation necessary to fulfill all state and other requirements. Ensure that the educational needs of the children are met. Facilitate an ongoing relationship with refugee minors, the agency staff, service providers, and any relatives if applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop a positive relationship with youth living in the agency foster home.
2. Provide supervision to assigned youth at all times in compliance with funding requirements, licensing requirements, COA standards, and agency quality assurance standards.
3. Implement daily activities and routines, providing a structured environment for youth at all times based on agency home rules and regulations.
4. Be a positive role model to youth by demonstrating positive working relationships with peers, supervisors, volunteers and professionals; demonstrate effective communication skills and conflict management.
5. Complete and submit all required documentation within specified time frames ensuring compliance with well written notes and reports.
6. Assist youth with daily hygiene and chores; administer youth's medication as assigned.
7. Assist youth with their homework.
8. Provide culturally sensitive care and supervision of youth.
9. Transport youth on outings and field trips in the community.

**EDUCATION and/or EXPERIENCE:**

1. High School Diploma or equivalent required. Bachelor's degree preferred.
2. One year experience in similar position preferred.

3. Candidates who are bilingual in a current refugee language will be given priority (Burmese, Chin, Swahili, Tigrinya, or Spanish)
4. Must have reliable transportation, a current Texas driver's license, evidence of auto liability insurance, and the ability to transport clients in your car.

**WORK HOURS AND LOCATION**

Hours would be two afternoons a week from 3 to 10 pm and one weekend a month. The work location is at Catholic Charities agency home. Location is in Fort Worth and is not provided for the protection of the youth in care until a job offer has been made.

**TO APPLY**

Interested persons should fax or email a cover letter, resume, & salary requirements to:  
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: [ccresume@ccdofw.org](mailto:ccresume@ccdofw.org)

Due to the volume of responses, only qualified parties will be contacted.  
No phone calls, please.