



Job Title:	Adoption Coordinator	Job Category:	Salary, Exempt
Department/Group:	Program	Job Code/ Req#:	214
Location:	South Texas	Travel Required:	Travel Required
Reports To:	Manager of Adoption and Foster Care	Position Type:	Full-time

Job Description

ROLE

The Adoption Coordinator provides case work services to children in adoptive placement. Case work consists of the planning and coordination of services to a child and family based upon the child's and the family's current needs and functioning. The Adoption Coordinator is responsible for supervision, permanency planning, education and ensuring safety of children and adoptive homes. The Adoption Coordinator may also assist in adoptive home development and training of families and children within Arms Wide Adoption Services' Adoption program. This includes developing adoptive homes; conducting studies of adoptive families; evaluating the needs of children referred for placement; developing/reviewing service plans; providing supervision and services to families and children; participating in permanency planning for children; and leading education and training sessions for families and professionals. Case work services are available twenty-four (24) hours a day to adoptive parents. The Adoption Coordinator maintains complete and current records on each case, in compliance with Adoption contract standards and Child Placement Minimum Standards.

The Adoption Coordinator may be responsible for recruitment of adoptive families for children with special needs. The Adoption Coordinator may provide information, referral, and conducts information meetings. The Adoption Coordinator establishes a network of foster and adoptive families interested in assisting with recruitment activities and establishes outreach sites at community neighborhoods representative of the populations served to assist the Recruiter/ Home Developer. The Adoption Coordinator assists development staff with preparing public service announcements for radio, television, and newspaper.

RESPONSIBILITIES

- Participate in recruitment of adoptive families for special needs children
- Provide training in PRIDE, and other identified subjects for adoptive families
- Conduct home studies of adoptive families
- Evaluate children referred for placement and submit matching families
- Provide pre-placement services to children and families
- Help prepare child for placement, when appropriate
- Provide post-placement supervision and services
- Maintain Residential Child Care Minimum Licensing Standards in files
- Respond to telephone inquiries
- Conduct intake interviews and information meetings
- Keep informed about children on referral
- Maintain complete and current records on each case, in compliance with Child Placement Minimum Standards
- Report statistical information on services provided



- Participate in regular supervision and staff meetings including travel to Houston for Quarterly Staff Meetings
- Assist with group meetings and pre-and post-training classes
- Perform other tasks as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Master degree in Social Work, or Behavioral Science field; or Bachelor’s degree plus two years of experience in a child placement setting

PREFERRED SKILLS

- Basic knowledge of human growth and development
- Working knowledge of residential child care minimum standards and residential child care contracts
- Understanding of family dynamics theory and practice
- Interviewing skills
- Ability to evaluate parenting skills
- Ability to work independently and as a team member
- Ability to use information from other disciplines in evaluating children
- Ability to cope with changing situations and work under pressure
- Requires good, basic, clerical and administrative skills with emphasis on verbal and written communication skills (in English); good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Requires regular verbal and written contact with administrative personnel, middle and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.
- Requires the ability to use the following equipment: computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, and postage machine. May use other equipment as required for the position.

ADDITIONAL REQUIREMENTS

- Personal car available for agency business
- Valid Texas Driver License
- Valid auto liability insurance
- Willingness to work evenings and weekends as required

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Arianne Riebel	Date/Time:	September 27, 2017/ 5:00 PM