



Job Title:	Recruiter/ Home Developer	Job Category:	Salary, Exempt
Department/Group:	Program	Job Code/ Req#:	214
Location:	South Texas	Travel Required:	Travel Required
Reports To:	Training and Recruitment Supervisor	Position Type:	Full-time

Job Description

ROLE

The Recruiter/ Home Developer is primarily responsible for agency home development including family recruitment and training services. The Recruiter/ Home Developer provides information, referral, and conducts information meetings. The Recruiter/ Home Developer works to establish outreach sites throughout the Region 11 service area. Once families are recruited, development will include the screening of applicants through the application process including the background check process, references and collecting required documentation. The position is able to coordinate and conduct pre-service and on-going training with a goal of assisting families in meeting Residential Child Care Licensing minimum standards and contract standards with the Department of Family and Protective Services. This position will require substantial travel within Texas Department of Family and Protective Services' Region 11, as well as some travel outside of region.

RESPONSIBILITIES

- Responsible for creating and implementing an intensive recruitment plan in order to have a continuous flow of adoptive family applicants interested in adopting special needs children
- Provide training in PRIDE, TBRI and other identified subjects for adoptive families
- Respond to telephone inquiries; input initial family information into database
- Conduct intake interviews and information meetings
- Provide information and referral
- Obtain application paperwork including document collection, submission of background checks, reference checks, etc. to create a complete family record
- Maintain correspondence documentation
- Input family information in agency database
- Coordinate and conduct pre-service and on-going training
- Maintain Residential Child Care Minimum Licensing Standards in application files
- Conduct home studies of adoptive families
- Establish outreach sites at community neighborhoods representative of the population served
- Represent Arms Wide Adoption Services at community functions and special events such as expos
- Create media/community relationships and opportunities for enhancing awareness
- Maintain public display materials, i.e. brochures, display boards
- Participate in community collaborations and initiatives
- 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