



Job Title:	Wendy's Wonderful Kids Recruiter	Job Category:	Salary, Exempt
Department/Group:	Program	Job Code/ Req#:	211
Location:	Houston, Texas	Travel Required:	Travel Required
Reports To:	Supervisor of Training and Recruitment	Position Type:	Full-time

Job Description

ROLE

The Wendy's Wonderful Kids (WWK) Recruiter will focus recruitment activities on families who are best suited for adopting each child. The WWK Recruiter will seek significant adults in each child's life including relatives, close friends, neighbors, teachers, and mentors. The WWK Recruiter will target families from each child's community including church, school, and neighborhood as well as through local child placing agencies with potential adoptive families. In addition, the WWK Recruiter will: 1) coordinate matching parties for adoptive children and prospective families to meet and get to know each other in a fun social setting; 2) staff informational booths at local match events; and 3) conduct presentations at Arms Wide Adoption Services pre-adoptive Parent Resource Information Development Education (PRIDE) training and Next Step classes to appeal to families who are considering adopting a child. Once a child is matched and placed with an adoptive family, the WWK Recruiter will monitor the adjustments of each child and ensure finalization of their adoption through monthly communication with the child's caseworker and/or family coordinator. The recruiter will be available for support to the children and families by phone, email, fax, and office hours.

RESPONSIBILITIES

- Recruit families to adopt children with special needs to meet established grant goals
- Provide information and referral, and conduct informational meetings
- Establish outreach sites at community neighborhoods representative of the population served
- Establish network of adoptive families interested in assisting with recruitment activities
- Represent Spaulding for Children in a professional manner at functions and special events
- Input initial family information in database and prepare family records
- Develop a child-centered, individualized recruitment plan for each child/sibling group
- Maintain pictures, gather information, and develop profile books on all children on the caseload
- Develop public service announcements for radio, television, and newspapers for children on the caseload
- Create media/community relationships and opportunities for enhancing awareness of children on the caseload
- Maintain public display materials, such as brochures and display boards
- Participate in community collaborations, initiatives, SFC Next Steps, and PRIDE classes
- Maintain a caseload of 17-25 children as determined by grant guidelines
- Establish and maintain a relationship with applicable foster parents, CASA, attorneys ad litem, and CPS caseworkers
- Assist CPS caseworker in determining if relatives or other significant people may be a permanent option for the child(ren)
- Conduct monthly visits with children on active caseload, maintaining all required documentation
- Conduct at least quarterly meetings with other local agencies for potential family match



- Travel to participate in the annual conference (typically out-of-town for 3 days/2 nights) or regional training opportunities
- Prepare detailed case documentation and submit reports within established timeframes

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
- Ability to utilize outside resources and network with media, community partners, and other WWK staff
- 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

TO APPLY

- Please email cover letter and resume to Ashley Sims, Supervisor of Training and Recruitment, at asims@armswide.org

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Vikki Finley	Date/Time:	September 16, 2016/2:45 pm