



<b>Job Title:</b>	Foster Care/Adoption Coordinator	<b>Job Category:</b>	Salary, Exempt
<b>Department/Group:</b>	Program	<b>Job Code/ Req#:</b>	211, 270
<b>Location:</b>	Houston, Texas	<b>Travel Required:</b>	Travel Required
<b>Reports To:</b>	Supervisor of Foster Care	<b>Position Type:</b>	Full-time

**Job Description**

**ROLE**

The Foster Care Coordinator provides case work services to children in residential care. 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 position is responsible for foster and foster/adopt home development, supervision, permanency planning, education, and training of families and children within Arms Wide Adoption Services' Foster Care/Adoption programs. This includes developing foster and foster/adopt homes; conducting studies of foster and foster/adopt 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 caregivers. The Foster Care Coordinator maintains complete and current records on each case, in compliance with Residential Child Care contract standards and Child Placement Minimum Standards through the contract.

**RESPONSIBILITIES**

- Evaluate children referred for placement
- Provides pre-placement services to children and families including Review and Selection Staffing meetings, record review, child presentation meetings, child preparation for placement, visits, etc.
- Provide post-placement supervision and services
- Participate in permanency planning for children
- Lead education and training sessions for families and professionals
- Participate in recruitment of foster and foster-to-adopt families for special needs children
- Conduct home studies of foster and foster-to-adopt families
- Respond to telephone inquiries
- Receive and refer intake calls
- 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 staff meetings
- Assist with group meetings and pre-and post-training classes
- Perform other tasks as assigned by Supervisor, Foster Care Services



**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

**TO APPLY**

- Please send cover letter and resume to Kristina Wyatt, Foster Care Supervisor, at [kwyatt@armswide.org](mailto:kwyatt@armswide.org).

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Arianne Riebel	Date/Time:	December 19, 2018