



Job Title:	Recruiter/ Trainer	Job Category:	Hourly, Exempt
Department/Group:	Program	Job Code/ Req#:	211, 270
Location:	Houston, Texas	Travel Required:	Travel Required
Reports To:	Supervisor of Training and Recruitment	Position Type:	Part-time

Job Description

ROLE

The part-time Recruiter/ Trainer works collaboratively with the recruitment and training team to ensure prospective foster and adoptive families are prepared to meet the needs of children in foster care. The person in this role displays flexibility by being available to provide training and support to parents when parents are available, including at least one weeknight and/or weekend day per week (as needed). The recruitment and training team is primarily responsible for implementation of agency home development including family recruitment and training services. The Recruiter/ Trainer initiates and participates in recruitment activities, community activities and outreach events and assists with marketing efforts. The Recruiter/ Trainer organizes and holds regular information meetings for foster and adoptive parents and facilitates pre-service training and on-going training for foster and adoptive parents. The Recruiter/ Trainer will be responsible for recruitment of prospective families, tracking data, e-filing and organizing applications and entering training information into the case management database in compliance with Residential Child Care contract standards and Child Placement Minimum Standards. The Recruiter/Trainer will maintain complete and current records on families in compliance with Residential Child Care contract standards.

RESPONSIBILITIES

- Implement programmatic aspects of recruitment, home development and training with direction from the Supervisor of Training and Recruitment
- Coordinate marketing efforts and facilitate recruitment activities, community activities and trainings
- Coordinate and provide pre-service training for foster and adoptive parents including PRIDE, TBRI and Behavior Management
- Coordinate and provide on-going trainings for current adoptive and foster families
- Coordinate and present informational meetings, first steps and next steps
- Provide information and referrals; capture and input initial family information into database
- Attend regular staff meetings
- Establish and coordinate working relationships with TDFPS staff statewide/ attend meetings
- Review and maintain complete and current records on each case in compliance with Child Placement Minimum Standards
- Maintain and report statistical information on services provided
- Represent Arms Wide Adoption Services at community functions and special events such as expos
- Process and follow-up on background checks and references and complete risk assessments as needed
- Develop and conduct public service announcements for radio, television, newspapers and other opportunities for enhancing awareness
- Maintain Residential Child Care Licensing Minimum Standards
- Prepare detailed case documentation and submit reports within established timeframes
- Perform other tasks as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

FULFILLING FAMILIES

6925 Portwest Drive, Suite 110 • Houston, TX 77024 • 713.681.6991 • ArmsWide.org

Arms Wide is a United Way of Greater Houston Agency



- Bachelor’s degree plus two years of experience in a child placement setting or master’s degree in Social Work or Behavioral Science field
- Training Experience required

REQUIRED SKILLS

- Understanding of family dynamics theory and practice
- Interviewing skills
- Ability to evaluate parenting skills and capability to parent children of trauma
- Ability to work independently and as a team member
- Ability to cope with changing situations and work under pressure
- Familiarity with PRIDE or similar foster parent development curriculum
- Familiarity with Trust-Based Relational Intervention (TBRI) model
- Basic knowledge of human growth and development
- Working knowledge of Residential Child Care Minimum Standards and Residential Child Care Contracts
- Ability to utilize outside resources and network with media, community partners, and other child placement 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

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

To apply, please send your resume and cover letter to cshephard@armswide.org.

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Arianne Riebel	Date/Time:	December 2, 2021