



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 uses the evidence-based child focused recruitment (CFR) model to find the families who are best suited for adopting each youth on the WWK caseload. The WWK Recruiter seeks and explores relationships with significant adults in each youth's life including relatives, close friends, neighbors, teachers, mentors, etc., and targets families from each youth's community including church, school, and neighborhood to find the best family for each youth. In addition, the WWK Recruiter: 1) Meets with youth on case load a minimum of once per month to develop a trusting relationship 2) Completes case file mining, diligent searches, and other research to determine possible placement options 3) Participates in team meetings related to the youths' case 4) Participates in all court hearings related to case. Once a youth is matched and joined with an adoptive family, the WWK Recruiter monitors the adjustments of each youth, assists in adjustment into their new home and family life and ensures finalization of their adoption through monthly communication with the youth's caseworker and/or family coordinator. The recruiter is available for support to the youth and families by phone, email, visitation, and office hours.

RESPONSIBILITIES

- Develop relationships with Child Protective Services (CPS staff) to educate them about WWK and the CFR model and to seek referrals to the caseload
- Complete case file mining, diligent searches, and other research to determine possible placement options for each youth on the case load
- Recruit families to adopt children and youth with special needs to meet established grant goals
- Input youth and family information into database and prepare youth records
- Develop a youth-centered, individualized recruitment plan for each youth/sibling group
- Participate in community collaborations, and initiatives as would benefit WWK children and youth
- Maintain a caseload of 12-15 youth as determined by grant guidelines
- Establish and maintain a relationship with applicable foster parents, CASA volunteers and staff, attorneys ad litem, and CPS caseworkers
- Assist CPS caseworker in determining if relatives or other significant people may be a permanent option for the youth
- Conduct monthly visits with youth on active caseload, maintaining all required documentation
- Travel to participate in the annual WWK conference (typically out-of-town for 3 days/2 nights) and regional training opportunities
- Prepare detailed case documentation and submit reports within established timeframes
- Operate as an integral part of Arms Wide Adoption Services (AWAS) and the Foster Care and Adoption Team at Arms Wide Adoption Services
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

REQUIRED EDUCATION

- Bachelor’s degree in social work or behavioral science field

REQUIRED SKILLS

- Basic knowledge of human growth and development
- 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, clerical, and administrative skills with emphasis on verbal and written communication skills; 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 ranges 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

- Vehicle available for frequent travel
- Valid Texas Driver License
- Valid auto liability insurance
- Willingness to work evenings and weekends as required

To apply, email resume and cover letter to cshephard@armswide.org.

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Arianne Riebel	Date/Time:	October 15, 2021