



Job Title:	It Takes A Village Recruiter/ Home Developer	Job Category:	Salary, Exempt
Department/Group:	Foster Care	Job Code/ Req#:	270
Location:	Houston	Travel Required:	Travel Required
Reports To:	Training and Recruitment Supervisor	Position Type:	Full-time

Job Description

PROGRAM

It Takes a Village is a multi-faceted targeted recruitment campaign to recruit foster and adoptive families for Black/African American children. Through this initiative we will:

- (1) Develop and execute community-engagement and faith-based initiatives to recruit Black/African American families,
- (2) Identify, contact, and engage audiences likely to have families interested in fostering and/or adopting Black/African American children and
- (3) Develop a network of community contacts and resources – foster parent mentors, media, community organizations, faith communities – to help educate the public about the need for families to foster/adopt Black/African American children in foster care.

This position is a grant funded position with the option of continuing post grant period. Grant award is pending

ROLE

The It Takes a Village (ITAV) Recruiter/ Home Developer implements the It Takes a Village awareness, family engagement and recruitment plans to ensure a continuous flow of families prepared to foster and adopt Black/African American children. The ITAV Recruiter/Home Developer develops relationships with organizations in the community to educate and recruit Black/African American families to foster and/or adopt Black/African American children. Once families are recruited, the family development process begins, which involves assisting families through the application and background check process, obtaining references, and collecting required documentation. The position will also be the primary home developer for kinship families, providing individualized case management support through the verification process. The Recruiter/Home Developer also facilitates pre-service and annual trainings designed to support families in meeting the needs of Black/African American children in care. This position will require substantial travel within the Houston area as well as some travel outside of region.

RESPONSIBILITIES

- Responsible for implementing the It Takes a Village education, awareness, and recruitment plan in order to have a continuous flow of family applicants interested in fostering and adopting Black/African American children
- Provide training in cultural humility, culturally responsive parenting, and other trauma-informed training for prospective families as needed
- Serve as primary case manager/coordinator for kinship families
- Conduct intake interviews and information meetings
- Obtain application paperwork including document collection, submission of background checks, reference checks, etc. to create a complete family record
- Enter family information into agency database
- Monitor files for compliance with Minimum Standards for Child Placing Agencies
- 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, fairs, etc.



- Create media/community relationships and opportunities for enhancing awareness
- Plan and coordinate family engagement activities
- Report statistical information on services provided
- Perform other tasks as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree plus two years of experience in a child placement setting; recruitment experience preferred
- Public speaking skills

PREFERRED QUALIFICATIONS AND EDUCATION

- Master’s degree in social work or behavioral science field preferred

REQUIRED 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 resume and cover letter to cshephard@armswide.org

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	



Last Updated By:	Arianne Riebel	Date/Time:	February 14, 2022
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