



Looking for a Rewarding Career While Helping Children & Families?

Arms Wide Adoption Services is a non-profit organization with a 43- year history deeply committed to transforming the lives of children in need of safe and nurturing adoptive families in Houston and South Texas. Our transformational programs include foster care, adoption, post adoption and post permanency support. We currently have an opening for a **Full-Time Foster Care and Adoption Supervisor**. The Supervisor of Foster Care and Adoption is responsible for the supervision of the department's professional staff and the coordination of the overall programming. The Supervisor provides input into the development and execution of the program goals as well as contract and regulatory requirements.

Essential Duties:

- Supervise assigned foster care and adoption staff in all aspects of their casework responsibilities
- Continuously look for ways to increase quality of the Foster Care Services.
- Conduct regular staff meetings of caseworkers and support staff
- Supervise maintenance of complete and current records on each case, in compliance with Child Placement Minimum Standards as well as Residential Child Care Contract requirements.
- Assist in reporting statistical information on services provided
- Perform other tasks as assigned by the Director of Foster Care, Adoption and Process Improvement
- Participate in collaborative endeavors and projects with other community agencies

Minimum Qualifications:

- Master's degree in social work, or Behavioral Science field; or Bachelor's degree plus two years of experience in a child placement setting
- Licensed Child-Placing Agency Administrator (LCPAA), or eligible and willing to obtain licensure

Preferred Qualifications

- Basic knowledge of human growth and development
- Working knowledge of residential childcare minimum standards and residential child care contracts
- Understanding of family dynamics theory and practice
- Possess excellent interpersonal and interviewing skills
- Possess an aptitude and energy for program development
- Utilize good clinical assessment skills with families
- Cope with changing situations and work under pressure
- Demonstrate leadership in a team-building environment
- Participates in Leadership team meetings as well as quarterly all staff meetings

Arms Wide Adoption Services is an equal opportunity employer and offers competitive pay and benefits. Interested applicants should submit a letter of interest along with a resume via email to

Djernigan@armswide.org

DeJuana Jernigan, President and CEO

Flevias@armswide.org

Fredreka LeVias, Director of Foster Care, Adoption and Process Improvement

FULFILLING FAMILIES

6925 Portwest Drive, Suite 110 • Houston, TX 77024 • 7.13.681.6991 • ArmsWide.org

Arms Wide Services is a United Way of Greater Houston Agency