



Looking for a career where you can make a difference in the lives of children and families? The Foster Care Adoption (FCA) Compliance Coordinator at Arms Wide Adoption Services is the job for you!

Arms wide Adoption Services is a child and family serving organization with a 45-year history that is deeply committed to transforming the lives of children in need of safe and nurturing permanent families in Houston and South Texas.

**Position specific information here:**

The *FCA Compliance Coordinator* is a vital role for regulatory and contract compliance. This role reports to the the Program Director. This role provides safety and compliance monitoring for foster and foster/adopt homes, ensures accurate and complete electronic files; completes and maintains current records on each inspection, including communication and follow up with families and related staff. The person in this role will also work closely with the Quality Coordinator and other relevant program staff to identify opportunities to improve data quality and compliance for contract/grant and other reporting as needed.

Arms Wide is looking for someone who is:

- Organized
- Self-Motivated to support children and families
- Energetic
- Team player with optimistic outlook
- Trauma informed

Experience/Skills Required

- Bachelor's degree, preferably in related Human Services field.

Experience/Skills Preferred

- Experience in child welfare or other regulatory compliance, documentation & record keeping, contract/grant reporting, engagement & inspection

Travel Required

- Travel Required
- Reliable transportation required.
- Mileage reimbursed.

Our Benefit Package Includes

- Medical, dental and vision plans for employee and eligible dependents
- 401k retirement plan with match
- Paid life insurance
- Generous vacation (paid time off) plan
- paid holidays each year (10 days)
- 2 paid "Employee Choice" days each year
- Convenient central location with free parking
- Employee Assistance Program
- Employee Discount (Perks) Program



Programs, resources and benefit eligibility vary based on scheduled hours worked and length of service at Arms Wide Adoption Services.

Arms Wide is an equal opportunity employer.

Arms Wide is committed to selecting and employing the best and most qualified person available for each job opening without unlawful discrimination of any kind. Additionally, Arms Wide is committed to providing a work environment free of discrimination and harassment on the basis of race, color, sex (including pregnancy, sexual orientation and gender identity), marital or parental status, veteran status, religion, national origin, age, disability, family medical history, genetic information, or political affiliation.

For more information about Arms Wide Adoption Services, please visit our website at Homepage ★ Arms Wide Texas Adoption Services ([armswideadoption.org](http://armswideadoption.org))

To apply, please send your cover letter and resume to [careers@armswide.org](mailto:careers@armswide.org)