

Job Title	Family Recruitment Coordinator
Employer/ Agency	The Way Home Adoption, Inc.
Job Description	The Way Home Adoption, Inc. is seeking a part-time Family Recruitment Coordinator. The FRC will be responsible for a caseload (10-12 cases) of older youth in permanent foster care being served The Way Home's Adoption Recruitment program. The Family Recruitment Coordinator (FRC) provides professional staff support to TWH Adoption Champion volunteers, ensuring that children involved with the TWH program receive responsible and effective adoption recruitment and mentorship. The FRC is responsible for volunteer supervision and coordination of recruitment services on each case.
Qualifications	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's Degree in social work, psychology, sociology, or related field • Ability to work effectively with diverse client populations • Ability to motivate and manage others • Written and oral presentation skills and • Ability to communicate effectively with diverse audiences • Proficiency in Microsoft Office • Must be available to work intermittent evenings and weekends • Must have personal car, valid Texas Driver's license, and auto liability insurance <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • At least two years of case management experience in child welfare or similar setting • Experience managing others, preferably providing support to long-term volunteers • Knowledge of child welfare system and the obstacles preventing many teens from achieving permanency. • Understanding of adoption dynamics.
Salary/Hours	\$20,000-\$25,000: Hours: negotiable
Employer/Agency	The Way Home Adoption, Inc.
Address	Work from home / Houston Heights Office
City, State, Zip	Houston, TX, 77018
Contact Person	Ashley Fields

Contact Title	Founder/Director
Email Address	info@thewayhomeadoption.org
Application Method	Email Resume and cover letter to info@thewayhomeadoption.org
Opening Date	4/15/17

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