

<b>Job Title</b>	Foster Home Developer, preferably Bi-Lingual
<b>Employer/ Agency</b>	America's Angels, Inc.
<b>Job Description</b>	<p>Houston-based Child Placing Agency seeks experienced Foster Home Developer to share the responsibilities of the FHD tasks which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Recruit foster families <ul style="list-style-type: none"> <li>○ Participate in Community events that may assist in the recruiting of foster families</li> <li>○ Respond within 24 hours to foster parent inquiries by sending out information packets to include information for upcoming orientation dates</li> <li>○ Update Extended Reach with all Potential Foster Families(complete all fields of ER pertaining to the family)</li> <li>○ Administer prerequisite documents</li> <li>○ Complete and send all correspondence to foster parents to include, but not limited to: Reference letters, training, events, background checks, and foster family approval letters, compliance plans and closure letters.</li> </ul> </li> <li>• Screen foster families—Complete all the items on the Initial Certification Review <ul style="list-style-type: none"> <li>○ Develop foster families</li> <li>○ Complete and mail out foster parent approval letters</li> <li>○ Complete the foster parent agency agreements for approved foster families</li> <li>○ Administer and provide in-service foster parent training</li> <li>○ Complete a comprehensive Home Study on Potential Families</li> </ul> </li> <li>• All other duties as required by supervisor</li> <li>• License at least 5 foster families per month</li> </ul>
<b>Qualifications</b>	Bachelor's Degree
<b>Salary/Hours</b>	Mon-Fri 8:30am-5:00pm, Some Weekends Salary: Based on Exp.
<b>Employer/Agency</b>	America's Angels
<b>Address</b>	14741 Pebble Bend Dr
<b>City, State, Zip</b>	Houston, Texas 77068
<b>Contact Person</b>	Mrs. Talley
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	281-741-5849

<b>Email Address</b>	Utalley@americas-angels.com
<b>Application Method</b>	Resumes with salary requirements should be sent to Utalley@americas-angels.com
<b>Opening Date</b>	08/22/2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.