

Job Title	Adoption/Family Development Specialist
Employer/ Agency	SAFE HAVEN COMMUNITY SERVICES
Job Description	<p>The Adoption/Family Development Specialist's primary role is to build and enhance an active network of foster, kinship, and adoptive families through the recruitment and selection of qualified care providers.</p> <p><u>Recruitment:</u></p> <p>Responsible for recruiting foster/adopt families and assisting with the certification and licensing process for foster/adopt families; Schedule, coordinate and facilitate recruitment events within assigned DFPS Regions 6 area; Recruit foster and adoptive families who have the ability and desire to provide foster care to the vulnerable children and youth who are referred to SHCS.</p> <p><u>Development:</u></p> <p>Function as the point of contact for prospective foster and adoptive families; Establish positive relationships with prospective families; Provide licensing requirements to prospective families; Follow up with prospective families through the certification process; and assist SHCS Home Study Writer to assure certification is completed (assist with references, health and safety reviews, etc). This includes tracking the requirements they must complete, completing home studies, and determining if prospective family is appropriate to be a verified foster or adoptive family.</p> <p><u>Training:</u></p> <ul style="list-style-type: none"> • Training foster/adoptive families on caring for abused and neglected children and working with the child welfare system. • Schedule, coordinate, and present orientation for prospective kinship, foster and adoptive families, well as facilitating in-home individual and in office group in-services trainings. • Ensure evaluation of trainings, including the creation, distribution, and analysis of results/outcomes of trainings offered. • Facilitate in-services trainings for current foster/adopt families as scheduled or requested by Program Director. <p><u>Adoption:</u></p> <p>This includes giving ongoing support and case management services to straight adoptive families; Making regular home visits to adoptive homes to meet with the child and family to monitor and support the home; Making sure adoptive homes meets state licensing standards (Minimum Standards for Child-Placing Agencies); Helping match awaiting adoptive families with children waiting for adoption; Helping adoptive families with the adoption process and participating in adoption consummation hearings and adoption events like National Adoption Day; Being the child's caseworker when a child is placed with a SHCS adoptive family; Going to court hearings and various other meetings on children in adoptive homes.</p>

Qualifications	<p>Master's degree in related field preferred; or a Bachelor's degree from four-year college or university, and 1-3 years of experience working in Social Service with applicable knowledge of the Department of Family and Protective Services and the Department of Human Services Child Welfare System. Must have knowledge of adult learning theory and its application in a training setting, and ability to demonstrate competence in delivering trainings/ facilitating groups to adults. Demonstrated understanding or recruiting and/or outreach into the community, specifically to culturally and socio-economically diverse groups.</p> <p><u>Additional Skills & Abilities:</u></p> <p>Must be able to develop high quality materials and use multi-media equipment with little to no assistance; Must be competent in using relevant computer software programs; Must be able to track data and evaluate information; Must be able to develop training materials (written, visual, computer based); Must be able to travel and work evenings and weekends as required.</p> <p><u>Training Certification:</u></p> <p>Candidates who possess a trainer certification in PRIDE and PAPH are preferred, or must become certified in PRIDE and PAPH as a trainer shortly after hired. Must possess a Special Needs Adoption Training Certification.</p>
Salary/Hours	34K-40K
Employer/Agency	Safe Haven Community Services is non-profit 501© (3) organization, licensed and funded by the Texas Department of Family and Protective Services. Safe Haven offers an array of services such as foster care, kinship care, transitional living care, and adoption. Our mission is to provide a temporary safe haven, for children and youth who have had some traumatic experience with abuse, neglect, and abandonment until permanency is achieved. Safe Haven is able to facilitate its mission by partnering with individuals and families throughout the greater Houston area who serve as licensed foster care and relative care providers.
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Application Method	Resume only
Opening Date	December 05, 2014

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