

Job Title	Adoption Coordinator
Employer/ Agency	Independent Adoption Center
Job Description	The Adoption Coordinator provides customer service, education, and support services for adopting parents from the First Appointment/Adoption Workshop and throughout the adoption process, until legal finalization of the adoption.
Qualifications	<p>Follow IAC Counseling Protocols and Texas Minimum Standards so that comprehensive, high quality information and support services are provided to adopting parents to promote a positive experience throughout their adoption experience.</p> <p>Conduct First Appointments/Adoption Workshops and Review Appointments with adopting parents. This includes educating/motivating clients about open adoption, networking, and being proactive in their adoption efforts.</p> <p>Provide monthly follow-up support services to unmatched clients and periodic follow-up throughout the match, birth, and post placement period.</p> <p>Coordinate all paperwork/handouts for clients and maintain their case files.</p> <p>Lead IAC counseling groups for adoptive parents.</p> <p>Participate in team meetings, counseling department meetings, and general staff meetings.</p> <p>MSW degree (REQUIRED) 2 years experience in child welfare/child placing agency (Required) An understanding of the issues surrounding adoption, infertility, unplanned pregnancy, child welfare, and loss and grief. Strong educational/motivational/client services experience and skills Case management skills Organizational skills Telephone communication skills Experience using the Macintosh Operating System Experience using Microsoft Office, including Word, Excel, and PowerPoint Experience using email and instant messaging Database management Valid driver's license and current automobile insurance Flexibility; weekend and after hours work as needed The ability to work with diverse populations Ability to travel throughout state Ability to serve as a Notary</p>
Salary/Hours	\$40,000 annually
Employer/Agency	Independent Adoption Center

Address	5555 West Loop South, Suite 550
City, State, Zip	Bellaire, TX 77401
Contact Person	Amber Burfeind, LMSW
Contact Title	Texas Administrator
Telephone Number	(281) 668-0140
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Email Address	aburfeind@adoptionhelp.org
Application Method	Please email Cover Letter and Resume to aburfeind@adoptionhelp.org .
Opening Date	Immediately

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 with the hiring details of your new job opportunity. Thank you.

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