

Job Title:	Home Study Coordinator
Employer/ Agency	Generations Adoptions, a division of Nightlight Christian Adoptions
Job Description	<p>The Home Study Coordinator works under the supervision of the Social Services Manager and Executive Director. The qualified candidate will serve adoptive families and prospective adoptive families in the State of Texas by promoting all available Agency programs, coordinating Home Study Services for prospective and adoptive families in line with accreditation and State regulations, and overseeing critical administrative functions within the Agency. This is a full-time position (8:00 a.m.-5:00 p.m.) based in our Waco office.</p> <p>The qualified candidate will have strong organizational, assessment, and managerial skills, work at a self-directed pace within allotted timescales, effectively manage competing priorities, and be a strong critical thinker able to work collaboratively with others. It is imperative that the qualified candidate will be able to establish and maintain excellent working relationships with clients and families and work cooperatively with Agency staff. Extensive training, observations of home visits, mentoring, feedback, and staff evaluations are provided</p>
Qualifications	<ul style="list-style-type: none"> • Minimum of Bachelor’s degree required from a Social Work or human services field. A Master’s Degree in Social Work is strongly preferred but not required. • Previous experience in completing family assessment work, home studies adoption work preferred, but not required. Management experience or clinical supervision of staff is strongly preferred. • Must have current driver’s license, reliable transportation, current auto insurance, and safe driving record. • Must have a criminal history and central registry background check, and FBI fingerprint check, with a finding of no offenses. • Must not have any behavior or health status that endangers children in any way. • Tuberculosis skin test or chest x-ray documenting a negative Tuberculosis result before having contact with clients. • Must agree with and sign the Agency’s “Statement of Faith.” • Qualified candidates will not combine this position with providing services for another child-placing agency or on his or her own, as that would be a conflict of interest with our agency.

Salary/Hours	35-40 hours per week. Full-time. 8am-5pm, M-F
Employer/Agency	Generations Adoptions, a division of Nightlight Christian Adoptions
Address	400 Schroeder Drive
City, State, Zip	Waco, Texas 76710
Contact Person	Erin Wheeler
Contact Title	Executive Director
Telephone Number	254-741-1633
Email Address	erin.wheeler@nightlight.org
Application Method	Send resumes for consideration to Erin Wheeler
Opening Date	January 27, 2017

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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