

Job Title	Executive Director
Employer/ Agency	Caring Adoptions Inc.
Job Description	<p>The Executive Director serves as the chief employee responsible for the administration and operations of Caring Adoptions, a Houston-based child placing agency, including budgeting, staff supervision, staff and parent education, and establishment of organization goals and objectives.</p> <p>Maintains overall responsibility for supervision, evaluation and monitoring of the placement aspects of the program, including child placement staff, and fulfills the position of Licensed Child Placement Agency Administrator.</p> <p>Supervises the procurement and/or preparation of legal forms, procedures and policies related to adoption process; including legal pleadings, processing of relinquishments of parental rights by birthparents, procurement of temporary and final adoption decree, and general legal procedures.</p> <p>Serves on appropriate councils/boards to ensure Agency representation and networking with other adoption resources. Develops and implements ongoing marketing and public relations plan to educate the community about Agency services.</p> <p>Full job description available at http://caringadoptions.org/pdf/Executive_Director_Caring_Adoptions.pdf</p>
Qualifications	<p>A graduate or professional degree in the area of Social Work, Behavioral Science, Law or a human services field.</p> <p>A minimum of five years of experience in administration or management and three years of experience in child development, child care services, child placement planning or family law.</p> <p>Appropriate professional license in accordance with state laws, including qualifications established by the agency's governing body; Status as a Licensed Child-Placing Agency Administrator or ability to qualify for same. The child-placing agency administrator must have daily supervision and overall administrative responsibility for the office, and all functions outlined in Chapter 42 of the Human Resources Code and Chapter 745 (relating to Licensing).</p>
Salary/Hours	Commensurate with experience
Address	11601 Katy Freeway, Ste 222
City, State, Zip	Houston TX 77079
Contact Person	Patricia Bridges
Contact Title	Executive Director
Email Address	resume@caringadoptions.org
Application Method	Email resume and cover letter
Opening Date	Fall 2014; apply immediately

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