

Job Title	Birthparent Outreach Worker (part time)
Employer/ Agency	Independent Adoption Center
Job Description	The Birthparent Outreach Worker will develop relationships with community health care professionals in order to increase our referral rate and birthparent intakes. Weekly tasks include, but are not limited to updating/adding new connections to our database, finding new avenues for outreach via web-based search, assemble/mail packets of information and branded materials, make in-person visits to connections within two hours of the IAC Texas office, and schedule/conduct in-service trainings.
Qualifications	BSW/BA/BS degree required. Social Work, Psychology, or Sociology majors preferred. MSW degree preferred An understanding of the issues surrounding adoption, infertility, unplanned pregnancy, child welfare, and loss and grief Strong educational/motivational/client services experience and skills. Excellent customer services, sales and marketing 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
Salary/Hours	8 hours per week at \$16/hour and mileage reimbursement
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
Fax Number	(713) 666-2925
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.