

<b>Job Title</b>	<b>Program Director – Adoption Services</b>
<b>Employer/ Agency</b>	The Children’s Center Inc.
<b>Job Description</b>	<p>Brief Job Summary:</p> <ul style="list-style-type: none"> <li>▪ Working and engaging with diverse families and potential referral resources;</li> <li>▪ Coordinate and facilitate family home visits, post-placement, surrogacy &amp; custody issues;</li> <li>▪ Recruit, screen and interview potential families/clients for adoption;</li> <li>▪ Prepare reports using formats, guidelines and required documentation to meet strict deadlines and meet goal expectations;</li> <li>▪ Participate in report review process;</li> <li>▪ Make personal contacts with attorneys, clinics, hospitals and other referral sources;</li> <li>▪ Participate and facilitate community outreach efforts and activities as needed to promote the availability of services within local areas.</li> </ul>
<b>Qualifications</b>	Candidate must have LMSW and one-year experience in successful completion of special needs adoptions. Able to communicate verbally and in writing, effectively. Proficient in MS Office, Excel, and TARE (Texas Adoption Resource Exchange).
<b>Salary/Hours</b>	Salary negotiable/ 40 hours/week
<b>Employer/Agency</b>	The Children’s Center Inc.
<b>Address</b>	P.O. Box 2600
<b>City, State, Zip</b>	Galveston, TX, 77553
<b>Contact Person</b>	Fred Sussmann, MD
<b>Contact Title</b>	Director of Standards, Evaluation & Training
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<b>Email Address</b>	<a href="mailto:fsussmann@tcc1878.org">fsussmann@tcc1878.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	7/27/2015

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