

<b>Job Title</b>	<b>Family Support Specialist (Adoption and Foster Care)</b>
<b>Employer/ Agency</b>	Monarch Family Services
<b>Job Description</b>	<p><b>Purpose of Position:</b> Staff works with monitor foster and adoptive families that are in active status</p> <p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Monitor Foster and Adoptive Home for safety and compliance</li> <li>• Monitor children’s progress placed in the foster and adoptive home</li> <li>• Schedule and conduct Treatment/Service Plan Meetings in coordination with CPS</li> <li>• Complete required monthly, quarterly, and annual documentation</li> <li>• Assist with annual training of the foster and adoptive families</li> <li>• Exceptional knowledge of DFPS minimum standards and MFS agencies policies and procedures</li> <li>• Provide families community referrals as needed</li> <li>• Families received personalized services based on their unique need</li> <li>• Innovative and creative approaches to service delivery</li> <li>• Work effectively with the foster and adoption team</li> <li>• Other duties as assigned by Program Leader and/or Chief Strategist Officer</li> </ul>
<b>Qualifications</b>	<p><b>QUALIFICATIONS:</b> Bachelor’s Degree required; Master’s Degree in a social science preferred; Five years of experience working with individuals and families that have active cases with Department of Family and Protective Services; impeccable writing skills; detailed and organized; understand DFPS minimum standards; knowledgeable on community referrals; positive client interaction</p>
<b>Salary/Hours</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• <b>SALARY:</b> \$2,350 – 3,350.00 monthly (based on experience)</li> </ul>
<b>Application Method</b>	<p><b>How to Apply</b></p> <ul style="list-style-type: none"> <li>• Online at <a href="http://monarchfamilyservices.com">monarchfamilyservices.com</a></li> </ul>
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.