



Presbyterian Children'sSM Homes and Services of Texas and Louisiana

Seeking a Home Development Coordinator Houston, Texas

Position Summary:

Presbyterian Children's Homes and Services Home Development Coordinator is responsible for assisting families to become foster/adoptive parents and the coordination and implementation of foster/adoptive care services to the community. The Home Development Coordinator will also be responsible for assisting families through the Fostering Connections process.

Core Responsibilities:

1. Documents, develops, and implements prospective foster/adoptive family and kinship family qualification process.
2. Serves as primary point person for all incoming prospective foster/adoptive families (provides initial screening and follow-up).
3. Represents the agency and program in a professional manner at a variety of recruitment events and venues to market and network with others regarding agency services. Responsible for organizing and making presentations to the general public for recruiting/educational purposes.
4. Coordinates and schedules individualized training program that addresses the needs of prospective and active foster/adoptive families.
5. Tracks, monitors, follows-up, and collects all required documentation that must be turned in by prospective foster/adoptive families.
6. Conducts family assessment interviews and writes the home assessment for prospective foster/adoptive parents and kinship families in accordance with Minimum Standards. Completes home assessment write-up for approval within 10 days of the final interview.
7. Participates in and contributes to the success of PCHAS agency-wide events: trainings, fund raising events, special emphasis events, outreach events, and PCHAS staff or social events.
8. Participates in in-service training to meet required training hours.
9. Performs general clerical tasks as required.
10. Maintains compliance with all PCHAS policies, procedures and requirements. Maintains compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines and requirements.
11. Participates in on-call rotation and manages placement requests.
12. Performs other assignments and duties as directed.

Working Conditions:

This job takes place in a typical office setting the majority of the time. The other time is spent making home visits, attending various meetings, and participating in recruiting events. Travel is mainly by driving and occurs generally in Harris and surrounding counties. Some out of town travel may be required. A computer,

printer/copier, and fax machine are the main types of equipment used. Some after hours and weekend work is required. On-call for intake rotation is required.

Job Requirements:

- Minimum of Bachelor's degree in Human Services. Master's degree preferred with coursework in the behavioral sciences. Requires one year of professional experience in a public or private social welfare agency and extensive knowledge of modern methods and techniques.
- Requires excellent interpersonal skills, public speaking skills, and the ability to successfully communicate in a professional manner with a multi-ethnic population base in the community; ability to effectively communicate in writing.

Presbyterian Children's Homes and Services is a religious organization affiliated with the Presbyterian Church (U.S.A.) and prefers to employ individuals who are Christians and who possess a Christian commitment, as well as concern, for children and families in need.

If you are interested, please apply online at:

<http://texas.pchas.org/employment/application/>