

<b>Job Title</b>	FOSTER HOME DEVELOPER- (Houston, TX –Clear Lake /Galveston Area)
<b>Employer/ Agency</b>	The Children’s Center Inc.
<b>Job Description</b>	<p>Responsible for recruiting foster/adopt, kinship and respite families and assisting with the certification and licensing process for foster/adopt and kinship families;          For the purpose of recruiting foster and adoptive families, establish and maintain community contacts such as:          Schools          Community organizations          Faith Based organizations          Service groups          Other resources as deemed appropriate          Utilize a multi-systemic approach to recruit foster and adoptive families including, but not limited to:          Advertisements (determine value and efficacy of such advertisements)          Presentations to the community          Function as the point of contact for prospective foster/adopt, kinship and respite families;          Establish positive relationships with prospective families; Provide licensing requirements to prospective families; Follow up with prospective families through the verification process to assure certification is completed (assist with references, health and safety reviews, c). This includes tracking the requirements they must complete, completing home studies, and determining if prospective family is appropriate to be a verified foster or adoptive family.          Train foster/adopt, kinship and respite families on caring for abused and neglected children and working with the child welfare system. Complete PRIDE curriculum.          Schedule, coordinate, and present orientation for prospective foster/adopt, kinship and respite families, as well as facilitating in-home individual and in-office group pre-services trainings.          Ensure evaluation of trainings, including the creation, distribution, and analysis of results/outcomes of trainings offered.          Facilitate continued education trainings for current foster/adopt, kinship and respite families as scheduled or requested by Program Director.          Certify a minimum of two (2) foster/adopt families (including kinship) per month          Track all inquiries made by individuals and families interested in becoming a foster parent and to adopt through the agency assigned development area          Track progress on all prospective families who participate in the foster/adopt verification and licensure process with Jameson Center          Attend all associate staff meetings in order to contribute to program challenges and update on agency challenges          Attend scheduled in-service training in order to develop professional skills          Meet with Program Director on a semi-annual basis in order to review performance and job descriptions          Meet with Program Director weekly to Staff, plan and facilitate foster/adopt and kinship family recruitment and development activities each quarter</p>

<b>Qualifications</b>	<p>Master's degree in related field preferred; or a Bachelor's degree from four-year college or university.</p> <p>1-3 years of experience working in Social Service with applicable knowledge of the Department of Family and Protective Services and the Department of Human Services Child Welfare System; Must have knowledge of adult learning theory and its application in a training setting, and ability to demonstrate competence in delivering trainings/ facilitating groups to adults; and demonstrated understanding of recruiting and/or outreach into the community, specifically to culturally and socio-economically diverse groups.</p> <p>Must be able to develop training materials (written, visual, computer based); Able to travel and work evenings and weekends as required.</p> <p>Critical Action Items:</p> <ul style="list-style-type: none"> <li>• Complete the PRIDE Curriculum</li> <li>• Emergency Behavior Intervention Certified Trainer</li> <li>• Special Needs Adoption Training</li> <li>• Complete Home Studies according to TDPRS Minimum Standards</li> <li>• Must have own transportation</li> <li>• Must maintain auto insurance</li> <li>• Must maintain a clear criminal background</li> <li>• Must maintain a clear driving record</li> <li>• Maintain certifications and trainings</li> <li>• Basic proficiency utilizing personal computers, including basic word processing and menu driven applications.</li> <li>• Excellent verbal and written communication skills with exceptional attention to details</li> <li>• Possess excellent interpersonal skills, as well as, organize, prioritize and plan efficiently.</li> <li>• Possess sensitivity to the service population's cultural and socio-economic characteristics.</li> <li>• Ability to function as a member of a multidisciplinary team.</li> <li>• Ability to work independently, minimal supervision and exercise judgement</li> <li>• Impeccable integrity</li> <li>• Strong work ethic</li> <li>• Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program compliance</li> <li>• Personal qualities of integrity, credibility, and a commitment to The Children's Center, Inc. mission</li> <li>• Maintain confidentiality and other responsibilities listed in Governmental laws and regulations, as well as TCCI policies and procedures</li> <li>• All other job related duties as required by the Program Director</li> </ul>
<b>Salary/Hours</b>	35,000 – 39, 000 annually/40 hours a week
<b>Employer</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
<b>Telephone Number</b>	409-765-5212
<b>Fax Number</b>	409-765-6094



<b>Email Address</b>	<a href="mailto:hr@tcc1878.org">hr@tcc1878.org</a>
<b>Application Method</b>	e-mail only; Please specify the position that you are applying for
<b>Opening Date</b>	3/2/2016

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