<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Wendy’s Wonderful Kids Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Arms Wide Adoption Services</td>
</tr>
</tbody>
</table>
| **Job Description** | -Develop relationships with Child Protective Services (CPS staff) to educate them about WWK and the CFR model and to seek referrals to the caseload  
-Complete case file mining, diligent searches, and other research to determine possible placement options for each youth on the case load  
-Recruit families to adopt children and youth with special needs to meet established grant goals  
-Input youth and family information into database and prepare youth records  
-Develop a youth-centered, individualized recruitment plan for each youth/sibling group  
-Participate in community collaborations, and initiatives as would benefit WWK children and youth  
-Maintain a caseload of 12-15 youth as determined by grant guidelines  
-Establish and maintain a relationship with applicable foster parents, CASA volunteers and staff, attorneys ad litem, and CPS caseworkers  
-Assist CPS caseworker in determining if relatives or other significant people may be a permanent option for the youth  
-Conduct monthly visits with youth on active caseload, maintaining all required documentation  
-Travel to participate in the annual WWK conference (typically out-of-town for 3 days/2 nights) and regional training opportunities  
-Prepare detailed case documentation and submit reports within established timeframes  
-Operate as an integral part of Arms Wide Adoption Services (AWAS) and the Foster Care and Adoption Team at Arms Wide Adoption Services  
-Other duties as assigned |
| **Qualifications** | REQUIRED EDUCATION  
Bachelor’s degree in social work or behavioral science field  
REQUIRED SKILLS  
Basic knowledge of human growth and development  
Understanding of family dynamics theory and practice  
Interviewing skills  
Ability to evaluate parenting skills  
Ability to work independently and as a team member  
Ability to use information from other disciplines in evaluating children  
Ability to cope with changing situations and work under pressure  
Ability to utilize outside resources and network with media, community partners, and other WWK staff  
Requires good, clerical, and administrative skills with emphasis on verbal and written communication skills;  
good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality  
Requires regular verbal and written contact with administrative personnel, middle management, and community partners |
The nature of these communications ranges from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment. Requires the ability to use the following equipment: computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, and postage machine. May use other equipment as required for the position.

Address
6925 Portwest Drive, Suite 110

City, State, Zip
Houston, TX 77024

Contact Person
Arianne Riebel

Contact Title
Director of Adoption and Foster Care Services

Telephone Number
713-681-6991 (please no phone calls)

Fax Number
713-681-9089

Email Address
ariebel@armswide.org

Application Method
Please email cover letter and resume to Arianne Riebel at ariebel@armswide.org. For full description, please visit: https://www.armswideadoption.org/careers/

Opening Date
Immediately