

<b>Job Title</b>	Wendy's Wonderful Kids Recruiter
<b>Employer/ Agency</b>	Arms Wide Adoption Services
<b>Job Description</b>	<ul style="list-style-type: none"> <li>-Develop relationships with Child Protective Services (CPS staff) to educate them about WWK and the CFR model and to seek referrals to the caseload</li> <li>-Complete case file mining, diligent searches, and other research to determine possible placement options for each youth on the case load</li> <li>-Recruit families to adopt children and youth with special needs to meet established grant goals</li> <li>-Input youth and family information into database and prepare youth records</li> <li>-Develop a youth-centered, individualized recruitment plan for each youth/sibling group</li> <li>-Participate in community collaborations, and initiatives as would benefit WWK children and youth</li> <li>-Maintain a caseload of 12-15 youth as determined by grant guidelines</li> <li>-Establish and maintain a relationship with applicable foster parents, CASA volunteers and staff, attorneys ad litem, and CPS caseworkers</li> <li>-Assist CPS caseworker in determining if relatives or other significant people may be a permanent option for the youth</li> <li>-Conduct monthly visits with youth on active caseload, maintaining all required documentation</li> <li>-Travel to participate in the annual WWK conference (typically out-of-town for 3 days/2 nights) and regional training opportunities</li> <li>-Prepare detailed case documentation and submit reports within established timeframes</li> <li>-Operate as an integral part of Arms Wide Adoption Services (AWAS) and the Foster Care and Adoption Team at Arms Wide Adoption Services</li> <li>-Other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b>REQUIRED EDUCATION</b> Bachelor's degree in social work or behavioral science field</p> <p><b>REQUIRED SKILLS</b> 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</p>

	<p>and senior management.</p> <p>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</p> <p>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.</p>
<b>Address</b>	6925 Portwest Drive, Suite 110
<b>City, State, Zip</b>	Houston, TX 77024
<b>Contact Person</b>	Arianne Riebel
<b>Contact Title</b>	Director of Adoption and Foster Care Services
<b>Telephone Number</b>	713-681-6991 (please no phone calls)
<b>Fax Number</b>	713-681-9089
<b>Email Address</b>	<a href="mailto:ariebel@armswide.org">ariebel@armswide.org</a>
<b>Application Method</b>	Please email cover letter and resume to Arianne Riebel at <a href="mailto:ariebel@armswide.org">ariebel@armswide.org</a> . For full description, please visit: <a href="https://www.armswideadoption.org/careers/">https://www.armswideadoption.org/careers/</a>
<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.