**Job Title** | Family Recruitment Coordinator  
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**Employer/ Agency** | The Way Home Adoption  
**Job Description** | The Way Home Adoption, Inc. is seeking a part-time Family Recruitment Coordinator (FRC). The FRC will be responsible for a caseload of older youth in permanent foster care being served by The Way Home Adoption’s program. The FRC is responsible for conducting a thorough case-reading of the child’s CPS case, identifying and seeking out biological family members, previous caregivers/foster parents, and other adults from the child’s history using a variety of means. The FRC will be responsible for an initial assessment of any relatives/significant adults for goodness of fit for the child prior to recommending said adult to CPS for further evaluation. The FRC is a collaborative member of a team that includes the CPS caseworker, the child’s attorney, and representatives of any other agency providing services to the child. The FRC is responsible for becoming the in-house expert on the child by visiting regularly and maintaining communication with all parties regarding the child’s current circumstances. Additionally, the FRC is responsible for developing a child profile and a profile of what the ideal home would be for that child. Throughout the duration of the case, the FRC will be the on-staff point person regarding the child. The FRC will handle any inquiries received on the child and coordinate the logistics of transportation to and from monthly enrichment events. If permanent placement is achieved, the FRC serves as an ongoing support to the family as the child transitions into the home.  
**Key Duties:**  
- Effectively manage active caseload, participate in case review meetings, and adhere to TWHA standards for program caseload management  
- Read CPS case files to identify relevant contacts and historical information  
- Develop recruitment plans for each child and assess relatives and other interested adults for suitability  
- Identify new sources for family recruitment within the child’s community  
- Attend and participate as speaker at volunteer training sessions and recruitment events, as needed  
- Interface professionally and effectively with courts and representatives and employees of various social services agencies and other community organizations as needed for case management, family recruitment and other functions related to the organization’s overall goals and mission  
**Qualifications** |  
- Bachelor’s Degree in social work, psychology, sociology, or related field  
- Ability to work effectively with diverse client populations  
- Ability to communicate effectively with diverse audiences  
- Proficiency in Microsoft Office  
- Must be available to work intermittent evenings and weekends  
- Must have personal car, valid Texas Driver’s license, and auto liability
**Preferred Qualifications:**

- Master’s degree or at least two years of case management experience in child welfare or similar setting
- Knowledge of child welfare system and the obstacles preventing many teens from achieving permanency
- Understanding of adoption dynamics
- Awareness of services for youth with disabilities

Other duties as assigned

**Salary/Hours**

20 hours a week / 20,000

**Employer/Agency**

The Way Home Adoption, Inc

**Address**

Remote

**City, State, Zip**

Houston, TX

**Contact Person**

Ashley Fields

**Contact Title**

Founder/ Director

**Telephone Number**

215-888-4221

**Email Address**

ashleyfields@thewayhomeadoption.org

**Application Method**

To apply please email Ashley Fields at ashleyfields@thewayhomeadoption.org

**Opening Date**

Immediate

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 with the hiring details of your new job opportunity. Thank you.