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<th><strong>Job Title</strong></th>
<th>Foster Care / Adoption Coordinator</th>
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<td><strong>Employer/ Agency</strong></td>
<td>Arms Wide Adoption Services</td>
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| **Job Description** | The Foster Care/ Adoption Coordinator provides case work services to children in residential care. Case work consists of the planning and coordination of services to a child and family based upon the child’s and the family’s current needs and functioning. The position is responsible for foster and foster/adopt home development, supervision, permanency planning, education, and training of families and children within Arms Wide Adoption Services’ Foster Care/Adoption programs. This includes developing foster and foster/adopt homes; conducting studies of foster and foster/adopt families; evaluating the needs of children referred for placement; developing/reviewing service plans; providing supervision and services to families and children; participating in permanency planning for children; and leading education and training sessions for families and professionals. Case work services are available twenty-four (24) hours a day to caregivers. The Foster Care Coordinator maintains complete and current records on each case, in compliance with Residential Child Care contract standards and Child Placement Minimum Standards through the contract. RESPONSIBILITIES  
- Evaluate children referred for placement  
- Provides pre-placement services to children and families including Review and Selection Staffing meetings, record review, child presentation meetings, child preparation for placement, visits, etc.  
- Provide post-placement supervision and services  
- Participate in permanency planning for children  
- Lead education and training sessions for families and professionals  
- Participate in recruitment of foster and foster-to-adopt families for special needs children  
- Conduct home studies of foster and foster-to-adopt families  
- Respond to telephone inquiries  
- Receive and refer intake calls  
- Keep informed about children on referral  
- Maintain complete and current records on each case, in compliance with Child Placement Minimum Standards  
- Report statistical information on services provided  
- Participate in regular staff meetings  
- Assist with group meetings and pre-and post-training classes  
- Perform other tasks as assigned by Supervisor, Foster Care Services  

[https://www.armswideadoption.org/careers/](https://www.armswideadoption.org/careers/)
| **Qualifications** | Master degree in Social Work, or Behavioral Science field; or Bachelor’s degree plus two years of experience in a child placement setting  

**PREFERRED SKILLS**  
- Basic knowledge of human growth and development  
- Working knowledge of residential child care minimum standards and residential child care contracts |
- 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
- Requires good, basic, clerical and administrative skills with emphasis on verbal and written communication skills (in English); good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Requires regular verbal and written contact with administrative personnel, middle and senior management. The nature of these communications range 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.

**Salary/Hours**
Full-Time

**Employer/Agency**
Arms Wide Adoption Services

**Address**
6925 Portwest Drive, Suite 110

**City, State, Zip**
Houston, TX 77024

**Contact Person**
Arianne Riebel

**Contact Title**
Director of Adoption & 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/](https://www.armswideadoption.org/careers/)

**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.