

<b>Job Title</b>	It Takes A Village Recruiter/ Home Developer
<b>Employer/ Agency</b>	Arms Wide Adoption Services
<b>Job Description</b>	<p>The It Takes a Village (ITAV) Recruiter/ Home Developer implements the It Takes a Village awareness, family engagement and recruitment plans to ensure a continuous flow of families prepared to foster and adopt Black/African American children. The ITAV Recruiter/Home Developer develops relationships with organizations in the community to educate and recruit Black/African American families to foster and/or adopt Black/African American children. Once families are recruited, the family development process begins, which involves assisting families through the application and background check process, obtaining references, and collecting required documentation. The position will also be the primary home developer for kinship families, providing individualized case management support through the verification process. The Recruiter/Home Developer also facilitates pre-service and annual trainings designed to support families in meeting the needs of Black/African American children in care. This position will require substantial travel within the Houston area as well as some travel outside of region.</p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for implementing the It Takes a Village education, awareness, and recruitment plan in order to have a continuous flow of family applicants interested in fostering and adopting Black/African American children</li> <li>▪ Provide training in cultural humility, culturally responsive parenting, and other trauma-informed training for prospective families as needed</li> <li>▪ Serve as primary case manager/coordinator for kinship families</li> <li>▪ Conduct intake interviews and information meetings</li> <li>▪ Obtain application paperwork including document collection, submission of background checks, reference checks, etc. to create a complete family record</li> <li>▪ Enter family information into agency database</li> <li>▪ Monitor files for compliance with Minimum Standards for Child Placing Agencies</li> <li>▪ Establish outreach sites at community neighborhoods representative of the population served</li> <li>▪ Represent Arms Wide Adoption Services at community functions and special events such as expos, fairs, etc.</li> <li>▪ Create media/community relationships and opportunities for enhancing awareness</li> <li>▪ Plan and coordinate family engagement activities</li> <li>▪ Report statistical information on services provided</li> <li>▪ Perform other tasks as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree plus two years of experience in a child placement setting; recruitment experience preferred</li> <li>▪ Public speaking skills</li> <li>▪ Master's degree in social work or behavioral science field preferred</li> </ul>

<b>Salary/Hours</b>	Full-Time, Salary Exempt
<b>Address</b>	6925 Portwest Drive, Suite 110
<b>City, State, Zip</b>	Houston, TX 77024
<b>Contact Person</b>	Carrie Shephard
<b>Contact Title</b>	Supervisor of Training and Recruitment
<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:cshephard@armswide.org">cshephard@armswide.org</a>
<b>Application Method</b>	Please email cover letter and resume to Carrie Shephard at <a href="mailto:cshephard@armswide.org">cshephard@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

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