

Date Posted: 04/22/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Home Study Specialist

**Employer/Agency:** BCFS HHS  
International Children's Program  
Division of Unaccompanied Children's Services  
(DUCS)

**Job Description:** **Summary:** Responsible for reviewing, studying, and reporting on prospective sponsors for the potential placement of children within the guidelines and allotted time frames established by the Office of Refugee Resettlement.

**Major Responsibilities:**

- Screen prospective caregiver families; including the completion of caregiver references; face-to-face individual, couple, and family interviews; and home inspections.
- Provide feedback, evaluation, motivation, and direction to prospective caregivers during the evaluation process.
- Prepare, compile, submit, and maintain accurate records, files, forms, statistics, and additional relevant information in accordance with agency policy, licensing and/or funding requirements.
- Provide final report as required to Home Study Specialist Supervisor and Program Director
- Travel required 50 - 75% (in and out-of-state travel will be required).

**Requirements:**

- Ability to communicate effectively, both in writing and verbally, in Spanish and English languages.
- Possess excellent interpersonal skills, as well as, organizational and planning skills.
- Possess sensitivity to the service population's cultural and socio-economic characteristics.
- Proficiency utilizing personal computers, including

basic word processing, Internet, and menu driven applications.

- Ability to work independently.
- Clear criminal and background history checks.
- Must possess a valid driver's license and have an excellent driving record.
- Must have reliable vehicle and proof of vehicle insurance for travel to home visits.
- Required to work evenings and weekends to accommodate families schedules.
- The ability to work effectively within a faith based agency.
- Other duties as assigned.

**Qualifications:**

**Education:** Bachelor's Degree in behavioral sciences, human service, or social service field: Master's degree in Social Work preferred.

**Experience:** Knowledge, skill, and experience in family reunification, family preservation, and/or the completion of foster or adoptive home studies strongly preferred. Professional license in behavioral science, human service, or social service preferred. Child welfare experience strongly preferred. Experience and prior knowledge working with immigrant populations strongly preferred.

**Salary/Hours:**

30,000 annually; Full-time

**Employer/Agency:**

BCFS HHS

**Address:**

11200 Broadway Ste. 2743

**City, State, Zip:**

Pearland, Texas 77584

**Contact Person:**

Michelle Fuentes M.A.

**Contact Title:**

Regional Director, Central US

**Email:**

[mfuentes@bcfs.net](mailto:mfuentes@bcfs.net)

**Application Method:**

To Apply: Please visit the [www.BCFS.Net](http://www.BCFS.Net) website and log on to the "Career Opportunities" tab on the bottom of the screen.

**Opening Date:**

Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at***

***[mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***