

Job Title	Adoption Prep Specialist
Employer/ Agency	Safe Haven Community Services
Job Description	<p>Program Services:</p> <p>Adoption & Family Development Services</p> <p>Summary of Job Duties:</p> <p>The Adoption Prep Specialist works under the supervision of the Adoption Program Supervisor and provides permanency planning, placement, and case management services to children and adoptive families awaiting consummation. The position supports families and children in dealing with separation and attachment issues in preparation for permanent placements, actively seeks placement options for specific children, and recommends placements, and screening families inquiring about adoption. The position interacts routinely with DFPS staff, kinship caregivers, foster/adoptive parents, agency child placement staff, lawyers, casa workers, and therapist. The position also, recruits, trains, studies, licenses, and develops foster and adoptive homes.</p>
Qualifications	<p>At least a Bachelor's degree social services or related behavior field; (2) year experience in providing child placement and adoption services to children and families; and (1) year experience in recruits, trains, studies, licenses, and develops foster and adoptive homes.</p> <p><i>Candidates with previous work experience and knowledge of the family connections and adoption services is preferred.</i></p>
Salary/Hours	<p>DOE/ M-F 8:30am-5pm (Full-Time)</p> <p>Candidates must be flexible to work some evens and weekends</p>
Employer/Agency	Since 2005, Safe Haven Community Services has provided foster care and adoption services to children, youth, and families. The agency is committed to safety, well-being, and permanency of those in its care.
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Application Method	Email resume only
Opening Date	August 5, 2013

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