

Date Posted: 02/07/13

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

JOB OPPORTUNITY POSTING

Job Title: Adoptive Parent Intake Coordinator/ Birthplace Intake Counselor

Employer/Agency: Independent Adoption Center-Texas

Job Description: Adoptive Parent Intake- This position provides initial assessment, education, support and information to potential adoptive parents in Texas. This includes interaction with healthcare professionals and community outreach/education duties.

Birthparent Intake Counselor- This position provides information, education, and support services for potential birthparents from their initial contact with IAC, until the case is assigned to an Open Adoption Counselor.

Qualifications: MSW degree REQUIRED. An understanding of the issues surrounding adoption, infertility, unplanned pregnancy, child welfare, and loss and grief. Strong educational/motivational/client services experience and skills. Case management skills. Excellent customer services, sales and marketing skills. Organizational skills. Telephone communication skills. Experience using the Macintosh Operating System. Experience using Microsoft Office, including Word, Excel, and Powerpoint. Experience using email and instant messaging. Database management. Valid driver's license and current automobile insurance. Flexibility; weekend and after hours work as needed. The ability to work with diverse populations. Ability to travel throughout Texas. Ability to serve as a Notary

Salary/Hours: \$41,000, plus medical, dental, vision, paid vacation and sick time.

Employer/Agency: Independent Adoption Agency-Texas
Address: 5555 West Loop South, Suite 550
City, State, Zip: Bellaire, TX

Application Method: To Apply: Send a resume and cover letter (required) to:
aburfeind@adoptionhelp.org

Opening Date: Immediate

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