

Date Posted: 01/17/12

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

JOB OPPORTUNITY POSTING

Job Title: Child Placement Manager

Employer/ Agency: Loving Houston; Branch office of Loving Alternative Adoption Agency

We are a non-profit, inter-denominational Christian adoption & foster agency.

Job Description:

- Reviewing submitted home studies to ensure it meets agency policy and minimum standards for home studies, consultation with Loving Houston Supervisor and caseworkers during the home study process, and ensuring all documents are included in case files.
- CPMS will meet with Loving Houston Supervisor regularly as determined by Loving Houston Field Representative (either weekly or bi-weekly). CPMS will also be available for occasional calls regarding urgent case issues.
- Give signed and verbal approval for placements and discharge of children in Loving Houston licensed homes.
- Review, provide feedback, and give approval for documents caseworkers complete such as Service Plans, Monthly Summaries, Admission Assessments, Placement Documentation, and Quarterly Foster Home Summaries.
- Assist in developing a corrective action plan for foster homes as needed on a case-by-case basis.
- Completing monthly face to face supervision to caseworkers at monthly meetings at the office and documenting the visit on file.

Qualifications: The position requires a Licensed Masters Social Work (LMSW) and **two years of full time child placing experience.**

Salary/Hours: Contract work/ 20-30 hrs week

Employer/ Agency: Loving Alternative

Address: 5005 West 34th Street Suite 250A
City, State, Zip: Houston, TX 77092

Contact Person: Kim Dale

Contact Title: Supervisor

Telephone: 713-857-0292

Fax: 832-204-6011

Email Address: kim@lovinghouston.org

Application Method: please send cover letter and resume to office@lovinghouston.org

Opening Date: January 23, 2012

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 with the hiring details of your new job opportunity. Thank you