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| Job Title | Family Development Specialist |
| Employer/ Agency | SAFE HAVEN COMMUNITY SERVICES |
| Job Description | <p>The Family Development Specialist's primary role is to build and enhance an active network of foster, kinship, and adoptive families through the recruitment and selection of qualified care providers. The Family Development Specialist will develop and implement a Marketing and Advertising strategy, will conduct Home Study Evaluations.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Creates and executes aggressive marketing plans to increase pool of viable foster/adopt applicants to meet monthly/annual recruitment targets • Represents the company at events to recruit foster/adopt families and holds monthly orientation meetings • Completes the home study process and written assessment of applicant families • Records and maintains the statistics necessary to measure the effectiveness of various recruitment efforts • Assists the Program Director, Foster Care Service in "child/family match" • Responsible for the coordination and delivery of pre-service training to both foster/adopt and kinship care providers • Reviews and obtains all required paperwork with prospective care providers |
| Qualifications | <p>Bachelor's degree social services or related behavior field; (1) year experience in providing family recruitment, screening, and pre-service training to foster/adoptive families; and (2) years' experience providing individualized adoption services to children, adolescents, and adoptive families.</p> <p>Ideal candidate must possess the following skills/experiences: Exercises initiative, discretion and independent judgment in the performance of assigned tasks. Must develop and continually update marketing Plan for recruiting area. History of meeting/ exceeding goals and marketing background. Human Service experience preferred.</p> |
| Salary/Hours | 34K-38K |
| Employer/Agency | Safe Haven Community Services is non-profit 501© (3) organization, licensed and funded by the Texas Department of Family and Protective Services. Safe Haven offers an array of services such as foster care, kinship care, transitional living care, and adoption. Our mission is to provide a temporary safe haven, for children and youth who have had some traumatic experience with abuse, neglect, and abandonment until permanency is achieved. Safe Haven is able to facilitate its mission by partnering with individuals and families throughout the greater Houston area who serve as licensed foster care and relative care providers. |
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| Application Method | Resume only |
| Opening Date | May 14, 2014 |

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