

Date Posted: 11/30/2011

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

JOB OPPORTUNITY POSTING

Job Title: Foster Care/Special Needs Adoption Coordinator

Employer/Agency: Presbyterian Children's Homes & Services

Job Description: The Foster Care/Special Needs Adoption Coordinator is responsible for working with families and children who are in foster care for the possibility of adoption. The coordinator will spend 80% of her time case managing and 20% supervising two to three case managers. The coordinator will act as liaison with CPS.

Essential Job Functions:

- Work with families to prepare them to foster and adopt. This includes preparing their file, completing the necessary training and home studying the family.
- Arrange training for families in the adoption process, waiting families and families with children in their homes.
- Work as an intermediary with TDFPS and PCHAS families. Act as an advocate for the child when needed. Attend court hearings, PPT meetings, and other meetings as scheduled.
- Attend Region 6 meetings.
- Serve as agency representative at Review Approval Staffings.
- Match and submit families with children broadcast by TDFPS.
- Supervisory Responsibilities: Will supervise 2-3 case managers.

Working Conditions:

- This job takes place in a typical office setting the majority of the time. This other time is spent attending court hearings, various meetings and making home visits to clients.
- Travel is mainly by driving and occurs generally in Harris and surrounding counties.

- Some after-hours and weekend work is required. On-call to both clients and supervisees is required.

Qualifications: Master's degree in Social Work with at least 2 years of experience in child-placing is required.

Skills:

- Must be able to prioritize and work with minimal supervision
- Must be able to organize, and complete tasks in a timely manner.
- Self-motivation is key as well as the ability to manage a significant amount of documentation.
- Excellent oral and written communication skills required.
- Must have the ability to work harmoniously as a team member
- Understanding and implementation of PCHAS philosophy of care as expressed in the PCHAS Way

Salary/Hours: Competitive Salary and Benefits

Employer/Agency:

Address: 7201 Broadway Street, Suite 228
City, State, Zip: San Antonio, TX 78209-3772

Contact Person: Elisa Lopez
Contact Title: Coordinator of Recruitment

Phone: 210-829-5910
Fax: 210-829-5970
Email: employment@pchas.org

Application Method: Apply by email

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