

Job Title	Adoption & Family Specialist
Employer/ Agency	Safe Haven Community Services- Adoption & Family Development Services
Job Description	<p>Recruit and develop foster homes; participate in public relations assignments directed for purposes of educating the community about resource needs within the Houston are.</p> <p><u>Recruitment Duties</u> Coordinate and implement the recruitment of foster and adoptive parents for the Foster Care and Adoption program; Recruitment efforts include, but are not limited to, networking with local churches and community organizations (including media outlets), making presentations, and developing strong working relationships with local stakeholders for the purpose of developing Safe Haven's Foster Care and Adoption program. Coordinate and lead frequent community presentations for recruiting purposes. Utilize excellent public speaking skills to successfully communicate with a multi-ethnic population base in the community. Meet the quarterly recruitment goals as established by the Program Supervisor.</p> <p><u>Home Development Duties</u> Participate in the screening and licensing of potential foster and adoptive families as a member of the adoption and family development team; review applications of potential foster adoptive parents and assist in the selection process. Provide potential foster and adoptive families with pre-service training, on-going support, and home development; Complete home studies for potential foster and adoptive parents as part of the licensing and verification process.</p>
Qualifications	At least a Bachelor's degree of social services or related behavioral field; (2) two years experience in providing child placement and adoption services to children and families; and (1) one year experience in recruiting, training, home study development of foster and adoptive homes.
Salary/Hours	DOE/ M-F 8:30am-5:00pm (full-time) Candidate must be flexible to work some after-hours and weekend.
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.
Address	7324 Southwest Freeway Suite 835
City, State, Zip	Houston, Texas 77074
Contact Person	Christine Perez
Contact Title	HR
Email Address	jobs@safehavencommunityservices.org
Application Method	Email resume only
Opening Date	October 4, 2013

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