

Job Title	Supervisor of Post Adoption and Post Permanency Services – Region 6 (Part-time)
Employer/ Agency	Arms Wide Adoption Services
Job Description	<p>ROLE</p> <p>The Supervisor of Post Adoption Services and Post Permanency reports to the Director of Compliance, Post Adoption, Post Permanency and is responsible for the supervision of post adoption and post permanency professional staff as well as the coordination of the post adoption and post permanency programs. The Supervisor will provide direct supervision to assigned post adoption and post permanency case managers. The Supervisor will provide input into the development of the programs and administer the necessary subcontract relationships within the post adoption and post permanency programs. The Supervisor will work to achieve effective working relationships with other agencies and professionals in the community, while continuously cultivating additional service providers.</p> <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Supervise and support the professional staff assigned to work on the post adoption and post permanency services contract with TDFPS. • Assure compliance with legal and regulatory requirements of the agency in relation to the TDFPS contract. • Assure quality control and maintenance of agency and client records. Coordinate billing, financial concerns and contracts with Finance and Administration. • Support the Director of Post Adoption and Post Permanency in the collection of statistical data, quality improvement, and general reports. • Represent the agency in a professional manner to promote the services of the program to the community at large. • Carries out duties in a professional and respectful manner that helps to build good working relationships internal and external to the agency. • Coordinates subcontractor training. • Facilitate services to the families, such as family preservation and mother's groups as well as therapeutic camps. • Participate in state wide quarterly post adoption and post permanency provider meetings as needed. • Maintain an understanding of family dynamics theory and practice Possess excellent interpersonal and interviewing skills • Possess an aptitude and energy for program development • Utilize good clinical assessment skills with families • Speak to external groups and funders about post adoption and post permanency services • Cope with changing situations and work under pressure • Demonstrate leadership in a team-building environment <p>Participates in Leadership team meetings as well as quarterly all-staff meeting</p>

Qualifications	Bachelor's Degree in Social Work or related area with five years of experience in adoption or post adoption. Master's Degree in Social Work and previous experience in adoption, post adoption or post permanency preferred.
Employer/ Agency	Arms Wide Adoption Service
Salary/Hours	Salary Exempt
Address	6925 Portwest Drive, Suite 110
City, State, Zip	Houston TX 77024
Contact Person	Shelly Webster Director of Compliance, Post Adoption, Post Permanency Programs
Telephone Number	713-681-6991 (please no phone calls)
Fax Number	713-681-9089
Email Address	swebster@armswide.org
Application Method	Please email cover letter and resume to Shelly Webster at swebster@armswide.org . For full description, please visit: https://www.armswideadoption.org/careers/
Opening Date	Immediately

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