

<b>Job Title</b>	Family Services Manager
<b>Employer/ Agency</b>	Colores Adoptions, LLC
<b>Job Description</b>	<p>The family services manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Responding to inquiry emails by prospective adoptive families</li> <li>• Complete an intake with families who want to be considered a ‘waiting family’ for Colores Adoptions</li> <li>• Manage current waiting families, and keeping track of updates documents such as home study, background checks, etc.</li> <li>• Pre-Matching:             <ul style="list-style-type: none"> <li>○ Writing expectant mother’s summary with non-identifying information</li> <li>○ Presenting expectant mother summaries to prospective adoptive families who are compatible with expectant mom’s desires</li> <li>○ Provide the Maternity Services Manager profiles to present to the expectant mother</li> </ul> </li> <li>• Post-Match:             <ul style="list-style-type: none"> <li>○ Organize files and email information to prospective adoptive family</li> <li>○ Schedule official ‘match’ call to discuss agency expectations, process &amp; expectations until baby is born, hospital experience and protocol, Interstate Compact on the Placement of Children (ICPC), post-placement, education, finalization process, &amp; answer questions.</li> <li>○ Support prospective adoptive family during the remainder of expectant mother’s pregnancy, receive updates from the maternity services manager and update the prospective adoptive parents.</li> <li>○ Be accountable for gathering required documents and paying required fees on time, answering questions, providing hospital address once time comes, and educate them on proper adoption terms and etiquette</li> <li>○ Gather documents from prospective adoptive families for ICPC</li> <li>○ Maintain a contact log for prospective adoptive family</li> <li>○ Document education and complete education form</li> <li>○ Coordinate with attorneys and share requested files with them</li> <li>○ Work with Maternity Services Managers in a team approach to provide communication between expectant mom and family</li> <li>○ Connect the prospective adoptive family with Maternity Services Manager who will be meeting them</li> <li>○ Support prospective adoptive family through hospital experience &amp; placement</li> <li>○ Inform family once placement is done and keep them informed on ICPC process, if applicable</li> </ul> </li> <li>• Post Placement:             <ul style="list-style-type: none"> <li>○ Connect with adoptive family’s social worker to schedule and request post-placement visits according to state law, update and load each report as they are completed</li> <li>○ Request/remind families that all medical reports are to be placed in file until finalization</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Support family’s communication to their child’s First Mother post-placement. Educate them on terminology, frequency of communication, etc.</li> <li>○ Work closely with attorneys and social workers for the six months post placement, until adoption finalization</li> <li>● Maintain a presence on our ‘Forever Family’ private Facebook page; educate on how and when to update the portal, reminding families about holiday gifts and providing instructions on how to send them, keep conversation regarding adoption culture, appropriate language, openness, other adoption related topics and adding new families after placement.</li> <li>● Respond to Facebook &amp; Instagram comments and messages</li> <li>● Introduce new Forever Families on Instagram and Facebook with photos</li> <li>● Flexibility to travel domestically on occasion for adoption cases</li> <li>● Travel once yearly to Texas for a three-day team training</li> <li>● Maintain and build relationships with attorneys, social workers, and consultants who will assist in finding families for difficult to match cases</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Degree in a social science – Social Work, Psychology, or Family Studies</li> <li>● Licensed Social Worker; LBSW, LMSW preferred</li> <li>● Bilingual (English &amp; Spanish)</li> <li>● Organized and detail oriented</li> <li>● Excellent written and oral communication skills</li> <li>● Ability to work independently and self-motivate</li> </ul>
<b>Salary/Hours</b>	Salary commensurate with experience and qualifications Full-time
<b>Employer/Agency</b>	Colores Adoptions, LLC
<b>City, State, Zip</b>	Houston, TX 77015
<b>Contact Person</b>	Reginaldo Arredondo
<b>Contact Title</b>	CEO
<b>Telephone Number</b>	337-274-9873
<b>Fax Number</b>	281-761-6465
<b>Email Address</b>	<a href="mailto:Reggie@ColoresAdoptions.com">Reggie@ColoresAdoptions.com</a>
<b>Application Method</b>	Please send resume to email provided above
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.