

Job Title	Foster and Adoption Guide
Employer/ Agency	Presbyterian Children’s Homes and Services
Job Description	<p>https://recruiting.paylocity.com/recruiting/jobs/Details/140829/Presbyterian-Childrens-Homes-and-Services/Foster-and-Adoption-Guide</p> <p>The Foster Care & Adoption Guide (Guide) is the first point of contact and the face and voice of Presbyterian Children’s Homes and Services (PCHAS) for those who want to know more about fostering and/or adoption children that have experienced abuse and/or neglect and are in the conservatorship of the Texas Department of Family and Protective Services (DFPS).</p> <p>This position will be serving the PCHAS Foster Care & Adoption programs in Austin and Houston. One position will be hired to serve both programs and the hired candidate may reside with reasonable access to either service area.</p> <p>Core Responsibilities</p> <ul style="list-style-type: none"> •Welcome curious and interested families that want to know more about foster care, adoption & kinship care via phone, email, in person or any other method. •Support families within the service area for two PCHAS regional Foster Care, Adoption & Kinship Care programs in Texas and provide assistance, as needed, in other regions within the state. •Connect with families, learn about their journey toward fostering, adopting and/or kinship care, answer questions, and share about Foster Care, Adoption & Kinship Care with PCHAS. •Meet with prospective foster/adoptive families, as needed, by phone, video or in-person to answer questions and support their consideration of fostering and/or adopting with PCHAS. •Coordinate and/or represent PCHAS at recruitment events, speaking engagements, expos, and other community events. •Attend community meetings. •Promote PCHAS Maternity Services, Voluntary Adoption Program and all other PCHAS services, when appropriate and/or when requested. •Provide and receive back-up and support for/from peer Guide and supervisor, as needed. •Participate in planning and execution of a targeted recruitment plan for assigned regions in collaboration with local foster care and adoption staff. •Develop and maintain relationships with Child Placing Agencies, organizational partners, churches, pastors and other networks in order to further the influence and awareness of PCHAS and the need for foster and adoptive families. •Assist in developing content for website, social media and print materials, public relations and marketing strategy for PCHAS Foster Care, Adoption & Kinship Care program. •Network with area churches, speak to congregations, and distribute PCHAS information to recruit foster/adoptive families. •Plan and execute Church Engagement Initiatives within churches as a tool to achieve targeted recruitment plan goals and further the influence and awareness of PCHAS and the need for foster and adoptive families.

	<ul style="list-style-type: none"> •Participate in PCHAS team meetings, monthly supervision, and other activities. •Communicate via all appropriate media, including public speaking, in order to further the influence and awareness of PCHAS and the need for foster and adoptive families. •Assist with agency special events. •Travel within assigned regions, as needed, as often as 1-2 days, or more, each week.
Qualifications	<p>Minimum of a Bachelor's Degree and experience in child welfare, church ministry and/or nonprofit community relations</p> <ul style="list-style-type: none"> •Mission-focused, determined to find a home for every child, and passionate about providing hope and healing to children and families.
Salary/Hours	Full Time
Employer/Agency	Presbyterian Children's Homes and Services
Address	7880 San Felipe St. Ste 111
City, State, Zip	Houston, TX 77063-1693
Contact Person	Dana Kramer
Contact Title	Employment Services Manager
Telephone Number	314-474-8749
Fax Number	314-989-9709
Email Address	employment@pchas.org
Application Method	Apply online at www.pchas.org
Opening Date	Immediate

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