

|                         |  |
|-------------------------|--|
| <b>Job Title</b>        | Post Adopt Coordinator   |
| <b>Employer/ Agency</b> | Casa de Esperanza de los Niños   |
| <b>Job Description</b>  | The Post Adopt Coordinator is the primary resource for families seeking support or assistance after the finalization of an adoption through Casa de Esperanza. The Post Adopt Coordinator provides on-going case management, is available as needed for crisis management, and provides programming on a monthly, quarterly, and annual basis.   |
| <b>Qualifications</b>   | <p>Bachelor's Degree in Social Work, Human Services, or related field and at least three years of full-time experience in a child-placing or residential care setting conducting case management preferably working with adoptive or post-adoptive families.</p> <ul style="list-style-type: none"> <li>• Completed Application and References</li> <li>• Cleared Background Check</li> <li>• Clear Pre-Employment Drug Screen</li> <li>• Valid Texas Driver's License held for at least two years</li> <li>• TB Screening</li> <li>• Remain vaccinated against COVID-19 (unless an exemption applies)</li> <li>• Successful completion of all initial and annual training required by Residential Child Care Licensing and by Casa de Esperanza</li> <li>• This position requires frequent availability on evenings, weekends, and outside of typical of business hours for training, recruitment, special events, and emergency/crisis situations</li> <li>• Empathy and compassion for adoptive families and children, including families in crisis; ability to offer a non-judgmental attitude, strength, and support</li> <li>• Knowledge of the medical, behavioral, developmental, and social challenges encountered by families served in the Post Adopt program. Understanding of the long-term consequences of trauma, displacement, and attachment disruptions. Awareness of human development in adoptees</li> <li>• Ability to work with multiple different family structures and read family dynamics.</li> <li>• Skill in collaboration with individuals within the organization and outside of the organization to secure necessary services. Knowledge of resources to support families in the greater Houston area and ability to access them. Adept at helping families work with health systems to serve physical and mental health needs</li> <li>• Knowledge of varied educational systems and resources including public and private schools. Experience working through processes, such as IEP and ARD, to secure Special Education services. Skill in contributing to resolution of conflicts around the delivery of educational services</li> <li>• Knowledge of systems such as Medicaid, Social Security, Waiver Programs, Food Stamps, and other safety net resources and the how to qualify</li> <li>• Knowledge about the unique needs of adoptees who were adopted transracially and skill in working with adoptees and families around transracial adoption needs</li> <li>• Ability to work with high degree of independence, initiative, and flexibility</li> <li>• Proficient in Microsoft Office; knowledge of or the ability to learn database management</li> <li>• Strong organization, interpersonal communication, and problem-solving skills</li> </ul> |
| <b>Salary/Hours</b>     | <p>Full-Time/Non-Exempt (Salaried)</p> <p>This position is eligible for remote work one day per week.</p>  |

|                           |  |
|---------------------------|--|
| <b>Contact Person</b>     | Darean Talmadge  |
| <b>Email Address</b>      | <a href="mailto:dtalmadge@casahope.org">dtalmadge@casahope.org</a> |
| <b>Application Method</b> | Email  |
| <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.