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| <b>Job Title</b>        | <b>Foster Care Adoption Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Employer/ Agency</b> | Arms Wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Job Description</b>  | <p>Looking for a career where you can make a difference in the lives of children and families? The <b><i>Foster Care Adoption Coordinator</i></b> at Arms Wide is the job for you!</p> <p>Arms Wide is a child and family-serving organization with a 47-year history that is deeply committed to transforming the lives of children in need of safe and nurturing permanent families in Houston and South Texas.</p> <p>The <b><i>Foster Care Adoption Coordinator</i></b> will provide a broad range of case management services to children in substitute care and the families caring for them. This position involves a high level of complexity, specific knowledge, experience, and creativity. The <b><i>Foster Care Adoption Coordinator</i></b> must be able to prioritize and manage crisis frequently; work one on one with client, but able to work with larger groups such as families, staff groups and focused task groups; maintain high load of telephone communication; and handle after-hours on-call when needed.</p> <p>Case work consists of the planning and coordination of services to a child and family based upon the child's and the family's current needs and functioning. The <b><i>Foster Care Adoption Coordinator</i></b> will utilize client and family input to develop a plan of service that selects and outlines an array of services and interventions that will address the needs formulated in the assessment process. Case work services are available twenty-four (24) hours a day to caregivers. <b><i>The Foster Care Adoption Coordinator</i></b> maintains complete and current records on each case, in compliance with Residential Child Care contract standards and Child Placing Minimum Standards.</p> <p>Arms Wide is looking for someone who is:</p> <ul style="list-style-type: none"> <li>• Compassionate</li> <li>• Highly organized</li> <li>• Motivated to support children and families</li> <li>• Energetic</li> <li>• Flexible</li> <li>• Accountable</li> <li>• Team player with an optimistic outlook</li> <li>• Trauma-informed</li> </ul> |
| <b>Qualifications</b>   | <p><b>Experience/Skills Required</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree, in related Human Services field preferred.</li> <li>• Flexibility to work evenings and occasional weekends</li> <li>• Commitment to work from a strengths based and/or youth development perspective.</li> <li>• Belief that all children deserve legal permanency.</li> <li>• Highly motivated self-starter.</li> <li>• Knowledgeable regarding impact of trauma and trauma-informed practices.</li> <li>• Demonstrated ability to organize and manage multiple projects and cultivate relationships.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                           | <ul style="list-style-type: none"> <li>• Demonstrated ability to cultivate strong working relationships with diverse populations, including public agency staff.</li> <li>• Excellent verbal and written communication skills.</li> </ul> <p><i>Experience/Skills Preferred</i></p> <ul style="list-style-type: none"> <li>• Master's degree in social work or Behavioral Science field preferred</li> <li>• Experience in the foster care and adoption field</li> </ul> |
| <b>Salary/Hours</b>       | \$43,888 - \$48,000                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Address</b>            | Houston TX                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Application Method</b> | Foster Care Adoption Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <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.