

## *Job Announcement*

### **Adoption Navigator**

#### **ABOUT OUR ORGANIZATION**

Children's Connections, Inc. is a non-profit organization, founded in 1987, that works with adoptive parents, birth parents, child care providers and other professionals to improve the quality of care for children. We provide adoption and embryo adoption, parenting support, pregnancy support services, child care nutrition services, respite care, education, and professional development, along with occasional special projects that benefit children, families and/or child care providers throughout Texas.

Children's Connections Inc. is currently looking for a full-time staff to join the fast pace of this established agency. Children's Connections Inc. offers paid holidays, paid time off, and full health insurance benefits are available in an environment that is supportive, fun and friendly! All staff works closely in a team environment. You will work closely with the agency directors and other coordinators. Staff members are responsible for managing and providing frequent updates on their workload as well as assisting with other tasks.

#### **WORK ACTIVITIES**

We are seeking to hire a full time Adoption Navigator. Primary job duties are:

- Communicate effectively with adoptive parents, expectant parents, other agencies, staff contractors, and persons in crisis
- Guide prospective adoptive parents and expectant parents through the adoption process
- Assign and monitor Adoption Specialists work with clients
- Work with Lead Adoption Specialist to ensure accurate and timely client reports
- Work closely with Information Management Coordinator who maintains databases/spreadsheets, and prints and issues reports
- Work with Information Coordinator to maintain electronic and hard copy adoption files
- Develop and maintain curriculum and materials for volunteer training
- Conduct presentations in communities to recruit clients and volunteers
- Direct services via phone consultation to clients including providing information, referrals and crisis intervention.
- Maintain a professional office environment and organized workspace
- Answer telephone, handling needs of callers as assigned and record and distribute messages in a timely, professional manner
- Occasional evenings and weekend duties to provide oversight when crisis intervention or relinquishment placement activities occur
- Accept phone calls after hours and handle emergency situations that may arise
- Out of town, overnight travel may be necessary but are infrequent
- Other duties as assigned

**Children's Connections, Inc.**

800.456.4862 ▪ Fax 806.745.7350 ▪ [childrensconnections.org](http://childrensconnections.org)

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## REQUIREMENTS

### The minimum requirement for this full time position is:

- Master's Degree in Human Services field (such as social work, human development, family studies, sociology, psychology, etc.) A Master's degree is preferred. Children's Connections plans to hire a candidate with the following attributes:
- Good Verbal and written communication skills, being "client friendly" and being able to work well with all types of people is a must. We work with highly motivated, high functioning clients as well as those with little motivation who may be low functioning
- Ability to build rapport quickly and maintain relationships with clients over the phone and in –person
- Attention to detail in writing and data entry (case documentation and correspondences) and follow through on assignments.
- Effectively manage multiple projects in a busy setting
- Ability to work in a fast paced environment
- Work experience that demonstrates an attention to detail
- Self-starter with the ability to meet deadlines
- Have no convictions of felony or misdemeanor classified as an offense against the person or family, or public indecency, or a felony violation of a substance included in the Texas Controlled Substance Act
- No findings on any child and abuse registry
- Must have reliable transportation, with a good driving record and liability insurance
- Must have respect and understanding of people from different races, cultures, and backgrounds
- Must be flexible to accommodate a growing and changing company
- Must have ability to operate office equipment including computers, Internet, alarm, telephone system, copier, fax, shredder, etc.
- Must have previous skills and abilities in using both Microsoft Word, Excel and Outlook; Proficiency with PowerPoint and Publisher is preferred
- Must be able to pass TB test, drug test, and all background checks before job offer becomes final.

Qualified candidates must not work for themselves or other organizations that would be a conflict of interest with any CCI program.

If qualified, send an email with attached cover letter and resume to [Jobs@childrensconnections.org](mailto:Jobs@childrensconnections.org). Please indicate which position you are applying for in your e-mail. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.

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