



## **Part-time Family Specialist Job Announcement**

*This is a part-time position and it is not anticipated to ever become a full-time position.*

### **WORK ACTIVITIES**

#### Working with families:

- Schedule and conduct home visits in families' homes and other locations, conducting interviews in person and via telephone, email, and texts (part of most assignments)
- Conduct and prepare home study, post-placement and other reports for all types of adoption, surrogacy and custody issues, utilizing formats, guidelines and required forms, writing reports and participating in the report review process, all within designated time frames (most frequent assignment)

#### Working with pregnant women:

- Provide case management services to women and teens with high risk pregnancies, assessing needs and connecting them to community resources (can only be conducted by licensed social workers with two years experience working with pregnant women or special needs children)
- Provide mentoring and support for women and teens, including those experiencing an unplanned pregnancy, educating on adoption and decision making skills for those considering adoption or selecting prospective adoptive parents (occasional cases assigned, usually for the duration of several months)
- Work with pregnant birth mothers to implement placement plan for their baby or child assisting them in accessing needed resources and obtaining services, such as medical care, housing, transportation, food and other support services, as needed (occasional)
- Develop and implement hospital plan, including contacting collaterals, acting as liaison to hospital staff involved with the baby and birth parents; facilitating and monitoring the contact between the birth and adoptive families during the hospital stay; and coordinating baby's release from the hospital (occasional; may require CPR and First Aid if baby is discharged to Specialist rather than adoptive parents)
- Develop and implement plan for relinquishment and placement, including reviewing and executing legal paperwork with the birth and adoptive families; scheduling notary public services and witnesses, coordinating and managing the birth mother's relinquishment and placement with the adoptive parent
- Transport the infant or child from the hospital, home or other location (rare assignments which require CPR and First Aid)
- Provide grief and loss counseling and assist birthparents after placement with setting goals; making referrals to community agencies to help meet unmet needs for housing, transportation, food, education, therapeutic counseling and other support services (occasional)

#### Conducting educational and informational seminars:

- Arrange and conduct educational and informational seminars for prospective genetic embryo donors, adoptive parents, parents with parenting challenges, and professionals utilizing curriculum materials provided (occasional)



Working with potential referral sources:

- Make personal contacts with attorneys, clinics, hospitals and other referral sources; making media contacts; distributing posters; setting up exhibits, and other outreach activities as needed to promote the availability of services within local areas (occasional assignment, but may be done often to increase work activities in the local area)

Working with Military Families and Respite Care Providers:

In locations near military bases, Family Specialists may be assigned to:

- Conduct visits to homes of military personnel who receive respite care to review paperwork, get signatures and answer questions.
- Monitor Respite Care Providers on a regular basis.
- Meet with EFMP Coordinator on local base to share information about our EFMP Respite Care Program.

**FREQUENCY OF WORK ASSIGNMENTS**

All assignments are on an “as needed” basis. It is not possible to know the number of assignments that will be available each month. Work assignments are occasional in all areas of the state (unless otherwise stated above) and are more frequent for those working in more populated geographic areas. Factors that increase the frequency of work in a local area:

- Successful completion of previous work assignments;
- Willingness to travel farther; and
- Voluntarily promoting services within the local areas by making personal contacts with referral sources (information on likely referral sources and marketing materials supplied)

**TIME FRAMES**

At a minimum all Family Specialists must conduct work with military families and providers, pregnant women (except case management, if not qualified), and potential referral sources.

Working with families (REQUIRED):

When initially assigned to work with an adoptive parent, appointments must be scheduled within 24 hours. Assigned visits would take place during weekday evenings or on the weekend. CCI Adoption Support Center staff will provide all the family’s paperwork and background checks that are needed for review. Family Specialists do not collect any paperwork from families. Phone calls to collateral contacts will be needed infrequently. Written reports are usually due within 5-10 days from assignment date. However, due to the urgent needs of adoption, reports are sometimes due sooner.

Working with pregnant women :

When first assigned to work with a pregnant woman, immediate phone contact (within 9 hours at most) is required. If assigned to work with an expectant mother, the appointments would be in the evening and/or on the weekend.

Working with potential referral sources (REQUIRED):

Making personal contacts with potential referral sources and media contacts must usually be contacted during the work day but is done infrequently. This may also include setting up exhibits for conferences or community activities at various times.



#### Working with Military Families and Providers:

When assigned to work with military families and providers, contact must usually be made within 48 hours to schedule an appointment. Appointments may be held in the late afternoon, evening, or weekend.

#### **PAY**

Family Specialists are paid a set rate for each specific work activity. This position is paid on a contract basis to allow greater flexibility on scheduling work. Longer work assignments, such as home studies, are paid at the rate of \$400-600 per report. Shorter assignments, such as post-placement reports and addendums, are paid at \$50-150. Rates for working with pregnant women are set for case management sessions, decision-making sessions, visits to help meet needs, HSEGH histories, hospital plan development relinquishment/placement and post-partum counseling. Most military family respite care assignments are paid at the rate of \$60.

#### **REQUIREMENTS**

Preference is given to candidates who have the following criteria:

- Licensed social worker with two years experience
- Experience in working with a licensed child placing agency or Children's Protective Services (in any state):
  - Bachelor's degree with two to three years experience
  - Master's degree with one to two years experience

The minimum requirement for this position is a bachelor's degree in a human sciences field. Candidates without the amount of child placing experience in child placing listed above must participate in monthly supervision conferences at a minimal charge. In addition to educational and experience requirements, all candidates MUST meet the following criteria PRIOR to applying for the position, unless otherwise stated below:

Available several weekday late afternoons or evenings, and some weekends each month, AND

- Work includes visits in the clients' homes and community locations. Reliable transportation, current auto liability insurance and a good driving record are required.
- Willing and able to participate in training (18 hours initially; then 20-30 hours per year) via teleconferences, Skype video calls, webinars and, rarely, in person
- Cell phone with text capability with password protection on the device and a number that may be shared with assigned clients
- Internet access to email address provided by CCI, utilizing required email closing and confidentiality statement with utilization of Outlook preferred
- Computer with Word, PowerPoint and Excel (Microsoft Office Suite) with password protection on the device and on specific documents
- Good 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 those with little motivation who may be low functioning
- Candidates must have excellent writing skills and be able to complete detailed reports with the ability to accept and learn from editing and the review process
- Certification in infant, child and adult CPR and First Aid including rescue breathing (must provide documentation of current certification within 6 weeks),



- Qualified candidates must not conduct work for themselves or other agencies that would be a conflict of interest with any CCI program (if planning to resign from a conflicting position if hired, please indicate this via email when submitting a resume; copy of resignation letter will be required)
- Must successfully pass criminal and child abuse/neglect background checks

#### **ABOUT OUR ORGANIZATION**

Children's Connections, Inc. (CCI) is a non-profit organization, founded in 1987, working with adoptive and birth parents, caregivers and professionals to improve the quality of care for children in home, child care and community settings. Our Positive Choices program works with pregnant women in crisis anywhere in Texas, assessing their needs, developing a plan for their pregnancy and the future of their child. We work with pregnant women who are crime victims, have concerns about parenting or are Medicaid eligible with health concerns. CCI is a licensed adoption agency and our Connecting Hearts domestic infant adoption program helps build families throughout the US. Our Crystal Hearts program is Texas' only full-service embryo adoption agency. We help families place their frozen embryos (left from in vitro fertilization) with an infertile family, allowing embryos to have a chance at life and giving the gift of parenthood to another family. Our Waiting Child program helps families adopt through interstate adoption. CCI believes in permanent "forever homes" so does not provide foster-to-adopt services. We conduct home studies and safety evaluations for all types of adoption and custody issues in Texas. We provide information, education, and referrals for adoption, a child care nutrition program and educational seminars for parents and professionals, along with occasional special projects that benefit children, families and/or caregivers. CCI seeks part-time Adoption, Child & Family Specialists throughout Texas to help us conduct these activities in local areas of the state.

Thank you for your interest in working at Children's Connections, Inc.!

Submit resumes to [Jobs@childrensconnections.org](mailto:Jobs@childrensconnections.org).