



Job Announcement

Adoption Case Management Coordinator

Are you passionate about working with families and children? Are you looking for a place to build your career? Do you pride yourself on doing the right thing for your clients, colleagues, and your community? Well, so do we and need someone just like you to join our team!

What you'll do:

- Be the person to help change the life of a child
- Be the person to help make adoptive parents dreams comes true
- Be the person to help pregnant women through a difficult time
- Working primarily with pregnant women and adoptive parents; and occasionally parents of infants and toddlers
- Minimum face-to-face contact, mail, extensive email and phone contacts
- Answer telephone, handle needs of callers as assigned and record and distribute messages in a timely, professional manner
- Communicate effectively with staff, contractors, clients, and other agencies
- Answer telephone, handling needs of callers as assigned and record and distribute messages in a timely manner
- Occasional evenings and weekend duties if preferred or when emergencies or hospital stays occur for clients
- Accept phone calls after hours and handle emergency situations that may arise
- Forge partnerships within the community to receive referrals for client base

As a Coordinator, you must possess:

- Bachelor's Degree
- 1-2 years of work experience with case management
- Have a positive attitude
- Have an outgoing personality
- 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
- Self-starter with the ability to meet deadlines
- Must have reliable transportation with a good driving record and liability insurance

And we would prefer:

- Experience working with a licensed child placing agency or Child Protective Services
- Master's Degree with 1-2 years of related work experience

Children's Connections, Inc.

800.456.4862 ▪ Fax 806.745.7350 ▪ childrensconnections.org

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What's in it for you?

1. **Job Stability**-Agency over 31 years of enhancing the lives of children, youth, adults, and families through education, support, resources, and referrals
2. **Opportunity**-On the job training provided and opportunity for career growth
3. **Professional, upbeat work environment**-Our standards are high, morale is higher. We breed successful people through a well-designed, contagious culture
4. **Purpose**-We help every individual or family member set and achieve their own personal family goals all while improving their lives and the lives of the children with whom they work

Are you ready to enhance the quality of life for children and families? Then apply right now so we can talk ASAP. We look forward to meeting you soon!

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