

Job Announcement

Part-time Adoption, Child & Family Specialist

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, home studies, pregnancy support services, child care nutrition services, education and professional development seminar, along with occasionally special projects that benefit children, families and/or child care providers. Adoption services are provided statewide, while other services may be offered in only specific geographic areas.

KEY FACTORS FOR SUCCESS IN THIS POSITION:

- *This is a part-time position and will not become a full-time position.*
- *This position requires work availability during daytime and evening hours on both workdays and weekends.*
- *It is not compatible with other jobs with set hours due to the flexibility required in working with birth parents.*
- *Work is intermittent based on the needs of clients within the geographic work area.*
- *This position works well for those who don't support their household with their earnings but who want to engage in meaningful, professional work in addition to their personal or family responsibilities.*

FREQUENCY OF WORK ASSIGNMENTS

All assignments are on an occasional, "as needed" basis. ***It is not possible to know the number of assignments that will be available each month.*** All Adoption, Child & Family Specialists conduct work with families, pregnant women, and potential referral sources. Some Specialists may not conduct seminars or work with family childcare providers.

AVAILABILITY

Please read the required time frames in red below and **BE SURE** that you are available during the time frames required for all work activities **PRIOR** to applying for this position.

WORK ACTIVITIES

Working with Families (occasional cases assigned):

- Schedule and conduct home visits in families' homes and other locations, conducting interviews in person and via telephone, email, and texts
- Conduct and prepare family needs assessments, home studies, post-placement and other reports for all types of adoption, respite care, surrogacy and/or custody issues, utilizing formats, guidelines and forms provided, writing reports and participating in the report review process, all within designated time frames
- Provide case management services to families with children with special needs (licensed social workers only) assessing needs, setting goals and connecting with community resources to help meet unmet needs for medical, housing, transportation, food, education, therapeutic counseling and other support services.

Time Frames REQUIRED:

- Appointments must be scheduled within 24 hours of the assignment and visits are scheduled within a few days. Most families prefer visits on weekday evenings or the weekend. If the family has school-age children, visits must be scheduled during non-school hours.
- CCI Adoption Support Center staff provides all the family's paperwork and background checks that are needed for review. Phone calls to collateral contacts will be needed infrequently. Written reports are usually due within 3-7 days from assignment date.

Working with Pregnant Women and Their Family Members (occasional cases assigned):

- Provide case management services to women and teens with high risk pregnancies, assessing needs, setting goals and connecting with community agencies to help meet unmet needs for medical, housing, transportation, food, education, therapeutic counseling and other support services
- Work with pregnant birth mothers to develop and implement an adoption plan for their baby or child, assisting with their goal setting, grief and loss issues, and receipt of services, such as medical care, identification, transportation, food and other support services
- 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
- Execute relinquishment and placement, including reviewing and executing legal paperwork with the birth and adoptive families; scheduling notary public services and witnesses, facilitating contact with birth and adoptive parent and rarely, transport the infant or child from the hospital, home or other location

Time Frames REQUIRED:

- Intake appointments must be scheduled immediately and visits are conducted the next afternoon.
- Follow up appointments are scheduled within 12 hours and visits are conducted within a few days, usually held on weekday afternoons but may also be conducted in the evenings and on weekends. Accompaniment to doctor's offices or other agencies require weekday, daytime work and are usually scheduled at a time set by the facility.
- Two days following baby's delivery are very busy with multiple contacts needed daily with the birth mother, adoptive parents and hospital staff (usually 2 to 3 visits a day for 2 to 3 hours each for 2 to 3 days in a row), as well as being available to the birth parents and Adoption Support Center staff by phone during this critical time.

Conducting Outreach with Potential Referral Sources (as needed):

- 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

Time Frames REQUIRED:

- Contacts must be contacted during the workday. This may also include setting up exhibits for conferences or community activities which can occur days, evenings or weekends.

Conducting Educational and Informational Seminars (as needed):

- Arrange and conduct educational and informational seminars in person or via webinar or teleseminar for prospective genetic embryo donors, adoptive parents, parents, and professionals utilizing curriculum materials provided or developing curriculum materials when requested

Time Frames REQUIRED:

- Face-to-face seminars are scheduled on weekdays, evenings or weekends, including Sunday afternoons but arranging locations and getting materials must be done during the weekday.
- Webinars and teleseminars are most frequently held on weekday afternoons or evenings.

Working with Family Child Care Homes, Child Care Centers, and/or Respite Care Providers (every few months)

- Conduct visits in family child care homes, child care centers and/or respite care providers to observe meals, and/or activities with children, provide educational information, and complete related paperwork
- Expand participation in the nutrition program by enrolling new family child care providers in the program by making phone calls and visiting in their homes to review all the program benefits
- Increase respite care providers by recruiting individuals to apply to provide this service to families with children who have special needs.

Time Frames REQUIRED:

- Nutrition program visits are conducted during weekday breakfast and lunch times but once a year may be required during a weekday supper or a weekend breakfast or lunch. Phone calls are best made in the early afternoon.
- Respite care visits are usually conducted on evenings or weekends, four to six times a year. Phone calls are best made during evening or weekends, but occasionally daytime is required.

PAY

Adoption, Child & Family Specialists are paid set rates for specific work activities. This position is paid on a contract basis. Home studies are paid at the rate of \$400-\$600 per report. 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, HSEGH reports, hospital plan development, relinquishment, placement and post-partum counseling. Outreach and other work is paid at the rate of \$15 per hour. Seminars fees are \$50 and up, depending on the length of the seminar or series, If additional curriculum development is needed and in some cases, based on the number of participants at the sessions.

REQUIREMENTS

Preference is given to candidates with experience working at a licensed child placing agency or Children's Protective Services (any state). Candidates without adequate child placing experience must participate in monthly supervision conferences at a minimal charge. All candidates MUST meet the following criteria PRIOR to applying for the position:

- Texas social worker license is preferred
- Bachelor's degree in a human sciences field
- Ability to make phone contacts with a few hours' notice and to make calls during the work day; to work weekday afternoons (rarely mornings) and evenings, and some weekends each month
- Availability to work 2 to 3 hours, 2 to 3 times a day, 2 to 3 day consecutive days, when pregnant women deliver
- Reliable transportation, current auto liability insurance and a good driving record are required.
- Commitment to participate in training-18 hours pre-service; 20-30 hours annually via tele-seminars, webinars and in person (rare) with certification in infant, child and adult CPR and first aid (& rescue breathing) within the first 6 weeks of hire
- Cell phone with text and password protection capability with a number that may be shared with assigned clients
- Reliable Internet access with utilization of Outlook preferred
- Computer with Word, PowerPoint and Excel (Microsoft Office Suite) and password protection capability
- Good communication skills, being "client friendly" and being able to work well with all types of people is a must.
- Excellent writing skills and ability to complete detailed reports, accepting and learning from editing/review process



- Must not conduct work for self or other agencies that would be a perceived 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, TB test and drug testing
- There is a considerable amount of hiring paperwork and some expense for both the applicant (TB test, fingerprint card and FBI check) and the agency. Additionally, there are 16 hours of pre-service training that is required by the state. Therefore, this is not a good position for an applicant to accept while seeking another full-time job

If qualified, send an email with attached cover letter and resume to Jobs@childrensconnections.org. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.