

<b>Job Title</b>	Family Coordinator/Post Placement Coordinator
<b>Employer/ Agency</b>	Caring Adoptions
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Advises prospective adoptive parents as to options within the Caring Adoptions adoption program;</li><li>• Conducts information sessions to educate clients that are interested in working with Caring Adoptions;</li><li>• Keeps current contact with all clients in the program monthly;</li><li>• Facilitates parent education classes for prospective adoptive parents in the adoption program</li><li>• Advises prospective adoptive parents as to the requirements of the adoption process and assists these clients as needed in completing the requirements/documentation;</li><li>• Schedules with other caseworkers for the home screening visits and update visits to be done in a timely manner;</li><li>• Secures all documentation from the prospective adoptive family as required by Texas Minimum Standards for home screenings, updates, etc.;</li><li>• Sets up and maintains individual files for each client in the process;</li><li>• Maintains current files for each individual family throughout the process;</li><li>• Secures required background checks and DFPS fingerprints for home screening process;</li><li>• Sees that required clearances for home screening remain current throughout the process;</li><li>• Coordinates with birthparent case manager the delivery of prospective adoptive family's profiles to birthparents;</li><li>• Coordinates with birthparent case manager to set up match meetings with prospective adoptive parents and facilitating the match;</li><li>• Assists with placement documentation at the time of placement and is a witness as needed;</li><li>• Coordinates placement with adoptive family, including paperwork for the placement;</li><li>• Post placement job duties include finalizations, HSEGH, redacting medical records, tracking documents necessary for finalization, Maintenance of post placement family files (both in and out of state)</li></ul>
<b>Qualifications</b>	BS, BSW, MSW

<b>Salary/Hours</b>	TBD with experience, Full benefits
<b>Address</b>	11601 Katy Freeway Suite 222
<b>City, State, Zip</b>	Houston TX 77079
<b>Contact Person</b>	Stephanie Warren, LCPAA
<b>Telephone Number</b>	832-526-4333
<b>Fax Number</b>	
<b>Email Address</b>	shwarren@caringadoptions.org, <a href="mailto:info@caringadoptions.org">info@caringadoptions.org</a>
<b>Application Method</b>	Email
<b>Opening Date</b>	ASAP

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