



<b>Job Title:</b>	Wendy's Wonderful Kids Recruiter	<b>Job Category:</b>	Salary, Exempt
<b>Department/Group:</b>	Program	<b>Job Code/ Req#:</b>	211
<b>Location:</b>	Houston, Texas	<b>Travel Required:</b>	Travel Required
<b>Reports To:</b>	Supervisor of Training and Recruitment	<b>Position Type:</b>	Full-time

**Job Description**

**ROLE**

The Wendy's Wonderful Kids (WWK) Recruiter will focus recruitment activities on families who are best suited for adopting each child. The WWK Recruiter will seek significant adults in each child's life including relatives, close friends, neighbors, teachers, and mentors. The WWK Recruiter will target families from each child's community including church, school, and neighborhood as well as through local child placing agencies with potential adoptive families. In addition, the WWK Recruiter will: 1) coordinate matching parties for adoptive children and prospective families to meet and get to know each other in a fun social setting; 2) Meet with children and youth on case load a minimum of once per month and develop a trusting relationship 3) Participate in team meetings related to the children and youths' case 4) participate in all court hearing related to case. Once a child is matched and placed with an adoptive family, the WWK Recruiter will monitor the adjustments of each child and ensure finalization of their adoption through monthly communication with the child's caseworker and/or family coordinator. The recruiter will be available for support to the children and families by phone, email, fax, and office hours.

**RESPONSIBILITIES**

- Recruit families to adopt children with special needs to meet established grant goals
- Input initial family information in database and prepare family records
- Develop a child-centered, individualized recruitment plan for each child/sibling group
- Maintain pictures, gather information, and develop profile books on all children on the caseload
- Develop public service announcements for radio, television, and newspapers for children on the caseload
- Create media/community relationships and opportunities for enhancing awareness of children on the caseload
- Participate in community collaborations, initiatives as needed as would benefit WWK children and youth
- Maintain a caseload of 12-15 children as determined by grant guidelines
- Establish and maintain a relationship with applicable foster parents, CASA, attorneys ad litem, and CPS caseworkers
- Assist CPS caseworker in determining if relatives or other significant people may be a permanent option for the child(ren)
- Conduct monthly visits with children on active caseload, maintaining all required documentation
- Travel to participate in the annual conference (typically out-of-town for 3 days/2 nights) or regional training opportunities
- Prepare detailed case documentation and submit reports within established timeframes

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**REQUIRED EDUCATION**

- Bachelor’s degree in social work or behavioral science field

**REQUIRED SKILLS**

- Basic knowledge of human growth and development
- Working knowledge of residential child care minimum standards and residential child care contracts
- Understanding of family dynamics theory and practice
- Interviewing skills
- Ability to evaluate parenting skills
- Ability to work independently and as a team member
- Ability to use information from other disciplines in evaluating children
- Ability to cope with changing situations and work under pressure
- Ability to utilize outside resources and network with media, community partners, and other WWK staff
- Requires good, basic, clerical and administrative skills with emphasis on verbal and written communication skills (in English); good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Requires regular verbal and written contact with administrative personnel, middle and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.
- Requires the ability to use the following equipment: computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, and postage machine. May use other equipment as required for the position.

**ADDITIONAL REQUIREMENTS**

- Vehicle available for frequent travel
- Valid Texas Driver License
- Valid auto liability insurance
- Willingness to work evenings and weekends as required

**To Apply, email your resume and cover letter to Ashley Sims at [asims@armswide.org](mailto:asims@armswide.org).**

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
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