

A World For Children is a private, non-profit, Christian foster care agency. This particular job opening is for our office located in Corpus Christi, Texas. **The job description includes the following:**

Responsible for overall function of area office and foster care program
Responsible to ensure AWFC policies and procedures are being followed

Be knowledgeable about AWFC policies and procedures and be aware and familiar with Minimum Standards

Be familiar with YFT rules and indicators
Be familiar with Contract compliance issues
Maintain communication with staff and foster parents

Meet regularly with Case Managers to discuss policies and procedures, agency directives, and other business
Visit in foster homes regularly to ensure services are being provided, support is available and policies are being followed
Work as a team with all staff and foster families
Maintain regular communication with Round Rock office

Keep accurate reports of data
Maintain records of pertinent information as requested by Round Rock office
Maintain personal schedule

Ensure all employees and contract staff are completing their duties
Review staff documentation for accuracy
Ensure staff are following policies and procedures
Supervise staff schedules to ensure accuracy
Network with CPS and juvenile Probation offices to communicate agency resources

Meet regularly with CPS and Juvenile Probation to discuss placement opportunities in the area homes
Attend any networking meetings that pertain to AWFC business
Work effectively with prospective foster families
Conduct orientation for prospective families
Guide families through the verification process
Provide pre-service training
Visit homes to maintain open communication
Facilitate home study process

Attend all agency functions and staff meetings as determined necessary.

Serve as the team representative in interagency functions

Other duties as assigned by Statewide Program Administrator/Executive Director

QUALIFICATIONS

Education and experience

Bachelor degree required

Must have experience working in Child Placing

Knowledge of Minimum Standards, YFT indicators and Contract standards

The right candidate will possess the following skills:

Good communication skills

Organization

Writing and assessment skills

Personable and able to work well with people

Mediation skills

Computer skills

Works well in a team setting

Independent worker

Self starter and able to follow up with projects

Prioritize time

Crisis management and intervention

Able to meet deadlines

Maintain confidentiality

Demonstrate commitment to goals of the agency

Loyal to agency, its vision and other staff members

Utilize good judgment

Organize a personal work schedule

Demonstrate integrity, maturity, and sound judgment

Infer meanings from limited information

Make independent decisions within a structure

Manage large amount of detailed information efficiently

Schedule and prioritize people and tasks for accomplishment of agency defined goals

Inspire confidence

Flexible and creative

Positive attitude and team oriented

Salary is Negotiable

Job Type: Full-time

Required experience:

- Child Placing Agency Experience: 3 years

Required education:

- Bachelor's

Interested candidates please send your resumes to morganm@awfc.org and wilkesa@awfc.org