

Coalition for Hispanic Family Services

Job Posting

Job Title: Wendy's Wonderful Kids Recruiter
Department: Foster Boarding Home (FBH)
Reports to: Homefinding Assistant Director
Date Available: Currently Available
Date Posting: May 13, 2019
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at amunoz@hispanicfamilyservicesny.org.

Job Summary:

The Wendy's Wonderful Kids Recruiter is responsible for implementing with the assistance of the Home Finding and Case Planning teams, the Wendy's Wonderful Kids Child-Focused Recruitment Model which focuses on an individual child's history, experiences and needs in order to find an appropriate adoptive family. As a member of the Home Finding department, the WWK Recruiter will be focused on those child and youth who do not currently have an adoptive resource.

Duties & Responsibilities:

- **Initial referral** - Responsible for the development and facilitation of the Recruitment Plan within 90 days of receiving the referral and every quarter thereafter
 - Meets with the caseworker to secure further information.
 - Establishes a date to begin review of the child's case file.
 - Schedules an initial meeting with the child.
- **Caseload** - Maintain a caseload of between 12 to 15 active cases with an overall caseload of no more than 25
- **Relationship with the child** - Conduct at a minimum monthly contact with the child and families assigned to the caseload
 - Documents case notes and/or contact logs to record significant details about contact with the child.
- **Assessment of adoption readiness** - Determines the child's strengths, challenges, desires, preparedness for adoption and whether the child has needs that should be addressed before moving forward with the adoption process.

- **Recruitment plan** - Develops a child-focused recruitment plan, based on file review, diligent search, interviews with significant adults and the input of the child and assessment of the child's adoption readiness.
 - Implements the ongoing and intensive process of identifying, locating and contacting individuals with whom the child already has or had a bond or positive relationship with.
 - Enhances the recruitment plan quarterly until the youth is matched with a pre-adoptive family.

- **Network-building** - Facilitate network building and diligent searches in order to identify potential adoptive resources and supports.
 - Meets and maintains regular and on-going contact with individuals who are close to and knowledgeable about the child, such as caseworkers, foster parents, attorneys, teachers, therapists, relatives, mentors, etc.
 - Maintains monthly contact with the child's social worker.
 - Works as part of youth's inter-disciplinary team.

- **Case record review** - Complete a comprehensive case history within 30 days of receiving the referral
 - Conducts in-depth review of existing custodial case file.
 - Completes thorough assessments and chronological placement history.
 - Submits online database reports.

- All other responsibilities assigned by the Assistant Director of Home Finding.
- Any other related duties that are required.

Requirements:

- Bachelor's Degree in Social Work or a related field with 2 years of relevant experience
- Ability to work independently
- Excellent computer skills
- Knowledgeable with use of Social Media platforms ie: Facebook
- Excellent communication skills