

Agency Name	Nightlight Christian Adoptions Texas
Job Title	TX Foster Care Program Manager/ International Social Services Manager
Job Description (including hours and responsibilities)	<p>Foster Care Program Manager This position provides direct management and supervision responsibilities for the Texas Foster Care Program Coordinators and all other employees/individuals in conjunction with the Texas Foster Care Program. The manager also provides case management and service coordination for children and families in foster/adoptive homes. I. Essential Duties/Responsibilities: Program Management, Administrative, & Supervision • Lead program development and planning including the development of policies and procedures for the foster care program • Handle correspondence with all partner agencies and/or organizations offering adoption and foster care-related services • Remain familiar with state recruitment efforts, any changes to minimum standards, and ensure all foster care program coordinators are adequately trained on any changes • Provide monthly updates to staff members on program progress and changes • Attend weekly foster program meetings • Ensure program is meeting diligent recruitment efforts including coordinating recruitment events and speaking engagement opportunities, speaking at seminars, informational meetings, and other adoption-related events on behalf of Nightlight, as needed • Directly supervise and evaluate all Foster Program Coordinators • Communicate and discuss any and all questionable or potentially problematic cases with the Texas Executive Director and Management Team • Review and accept or deny applications for home study/foster program • Track foster program numbers including number of families in home study process for program, number of placements each year, and number of adoptions • Work closely with foster care program coordinators to resolve ethical dilemmas, assist families in crisis, investigate client concerns and placement issues, and resolve complaints • Handle foster care reimbursement for program families Case Management • Be familiar with state minimum standards as they relate to foster care and adoption • Serve as a liaison between the agency, the Texas Department of Family and Protective Services (TDFPS), and advocacy and support groups • Complete and document calls and face-to-face meetings for new inquiries • Provide matching services to include daily checks of the state database and foster care email • Work closely with Child Placement Management Supervisor (CPMS)/Social Services Manager and Executive Director to ensure applicants are meeting necessary criteria to become certified foster parents • Assist with adoption training as needed • Conduct home studies in accordance with state minimum standards • Complete initial and renewal certification process for all families on caseload, including training development plans and monthly monitoring per county contract • Provide case management for individual children and families Revised May 2018 • Timely and accurately record into agency database (SAM) required information, including but not limited to: correspondence with family and pertinent individuals in the child's case, monthly notes, pertinent dates, and required documentation of child's medical and dental appointments, school records, etc. • Coordinate ICPC services with CPMS, other state departments, and agencies when necessary • Prepare written documents as needed for court hearings, administrative reviews, school meetings and planning • Complete monthly contact notes documenting the child's progress • Provide case management and placement oversight as the Texas Renewed Hope program liaison • Perform other duties as assigned II. Minimum Qualifications • Minimum of Master's Degree in human services, social work, or closely related field • 2 years related experience working with foster families, foster children, child protection,</p>

or similarly related field • Management experience and propensity to manage and develop others • Must possess a confident, professional, and personable manner when communicating with and managing individuals placed under their supervision • Ability to work in a team setting while simultaneously working independently on various tasks; require little day-to-day management • Demonstrate excellent written and verbal communication skills • Willingness and ability to respond to crisis/emergency situations for both families and staff members • Average to excellent computer skills in MS word, excel and power point, company databases, or other reporting software • Proficient organizational skills and detail oriented • Knowledge of local and state community and agency resources • Must have current driver's license, reliable transportation, current auto insurance, safe driving record, and travel as needed • Be at least 25 years of age • Must not have any behavior or health status that endangers children in any way • Tuberculosis skin test or chest x-ray documenting a negative Tuberculosis result before having contact with clients • Understand this position is a mandatory reporter • Be able to pass a complete background check Supervised by: CPMS and Executive Director Hours: Full Time, Salary Position Effective Date: June 1, 2018 Revised May 2018

International Social Services Manager The International Social Services Manager (ISSM) works under the direct supervision of the Executive Director and is accountable to the Domestic Child Placement Management Supervisor (CPMS). This staff member will supervise all Social Work practice as it relates to international adoptions, home study services, and post-adoption support. The ISSM will have a working knowledge of international adoption and Hague standards, in addition to Texas Minimum Standards, adoption regulations, and procedures for child-placing operations. This staff member provides oversight, supervision, quality assurance, training, and support to Agency staff, clients, and prospective adoptive families in the State of Texas. This is a full-time position based in our main office in Waco, TX (M-F: 8:00 a.m.- 5:00 pm; additional hours as required). The qualified candidate will have strong organizational, assessment, and managerial skills, work at a self-directed pace within allotted timescales, effectively manage competing priorities, and be a strong critical thinker able to work collaboratively with others. It is imperative that the qualified candidate will be able to establish and maintain excellent working relationships with clients and families and be able to delegate tasks effectively to Agency staff. Additionally, the qualified candidate will make clinical decisions for cases in regards to best practice standards and in line with Agency standards. Extensive training, observations of home visits, mentoring, feedback, and evaluation is provided. Qualified candidates will not combine this position with providing services for another child-placing agency or on his or her own, as that would be a conflict of interest with our Agency.

I. Essential Duties/Responsibilities:

- Review for compliance and approve all home studies, updates, or amendments, as well as post-adoption reports for international programs and home study services
- Review, approve, and sign all interagency/Supervised Provider/Exempt Provider Agreements on behalf of the Agency for home study services clients
- Audit client records on an ongoing basis to maintain accreditation and licensing regulations
- With assistance from the Home Study Manager, monitor and oversee child-placing staff in international division including: orientation and training of new staff, staff supervision, planning staff development and/or corrective action in regards to decision-making, time management, or assessment planning
- With assistance from the Home Study Manager, conduct annual staff evaluations
- Provide reports to Executive Director as required for Board reports, Staff Meetings, etc.
- Assist, as needed, with the recruitment and hiring of new staff as directed by the Executive Director
- Maintain a working knowledge and keep

	<p>abreast of changes to state and international adoption law, standards, and regulations for child-placing agencies; ensure compliance • Maintain a caseload and complete home studies/assessment reports as required • Provide clinical skills and clinical determinations to cases (including complex cases) as required in conjunction with the allocated caseworker and Home Study Manager; document decision-making in case files • Attend staff meetings and Agency events as required • Supervise volunteers and interns • Complete all other duties as assigned by the Executive Director II. Minimum Qualifications Revised May 2018 • A Master's Degree in Social Work required • Two years related experience working with foster care, adoption, behavioral health/clinical Social Work, child protection, or similarly related field required • Management experience and propensity to manage and develop others preferred • Must possess a confident, professional, and personable manner when communicating with/managing individuals placed under their supervision and with clients • Ability to work in a team setting while simultaneously working independently on various tasks; require little day-to-day management • Demonstrate excellent written and verbal communication skills • Willingness and ability to respond to crisis/emergency situations for both families and staff members • Average to excellent computer skills in MS word, excel and power point, company databases, or other reporting software • Proficient organizational skills, attentive to details, with excellent customer service skills • Knowledge of local and state community and agency resources • Must have current driver's license, reliable transportation, current auto insurance, safe driving record, and travel as needed • Be at least 25 years of age • Must not have any behavior or health status that endangers children in any way • Tuberculosis skin test or chest x-ray documenting a negative Tuberculosis result before having contact with clients • Understand this position is a mandatory reporter • Be able to pass a complete background check Supervised by: Executive Director Hours: Full Time, Salary Position Effective Date: June 1, 2018</p>
Job Location	Waco, Texas
Salary Range	TBD
Qualifications	See the above for qualifications Please send resume and cover letter to Kelley Hollie.
Application Contact Name	Kelley Hollie
Phone	2547411633 x 325
Email	kelley.hollie@nightlight.org
Application will be accepted until (closing date):	June 8, 2018