



Presbyterian Children's  
Homes and Services<sup>SM</sup>

Seeking a  
**Foster Care and Adoption Home Development Supervisor**  
Dallas, Texas

The PCHAS Foster Care and Adoption Home Development Supervisor is responsible for leading and implementing the recruitment, verification and licensing process for foster/adoptive parents and promotes Foster Care and Adoption services to the community.

**Core Responsibilities:**

- Must be able to direct and fully implement the foster care and adoption program and agency philosophy of care: **To be Family Centered, Strength Focused and Goal Driven.**
- Participates as a member of the Foster Care and Adoption team to meet the physical, emotional, social, and spiritual needs of foster children during the time they are placed in a PCHAS foster/adoptive home, as outlined in each client's individual service plan.
- Oversees development and implementation of recruitment, training, development, and retention of foster/adoptive and Fostering Connections families.
- Works closely with the Church Engagement Coordinator, and the Foster Care and Adoption Program Director to recruit, train, develop, and retain foster/adoptive and Fostering Connections families.
- Oversees hiring, supervision, evaluation and development of the Home Development Coordinator.
- Build collaborative relationships and represents the agency to the community, churches and Child Protective Services staff.
- Responsible for oversight of all phases of verification process for potential foster and/or adoptive parents, as well as documentation in the PCHAS computer tracking system. Ability to meet project deadlines or goals.
- Oversees training of potential and active foster/adoptive parents
- Establishes and maintains a network of contracted therapeutic service providers and home study contractors, including such activity as contract management, maintaining provider files, and ensuring quality provision of services and documentation.
- Develops individualized foster/adoptive family training plans upon foster/adoptive family verification.
- Maintain current Overnight/Respite provider files for approved alternate caregivers.
- Submit background check information for prospective and current foster/adoptive parents, frequent visitors and alternate caregivers to Central Office and ensure follow through of background check clearance and renewal.
- Assist in building and nurturing a department atmosphere of teamwork.
- Participate in and contribute to the success of PCHAS agency-wide events: trainings, fund raising events, special emphasis events, board meetings, outreach events and PCHAS staff or social events.
- Report suspected child abuse or neglect to supervisor and appropriate law enforcement agency.
- Collaborates with TDFPS/RCCL (licensing) to ensure foster/adoptive families maintain compliance with minimum standards.

- Works flexible and extended hours to include evening hours and weekends as needed to complete job duties.
- Serve as rotation 24 hour on-call staff for after-hour and business day emergency and planned placements, able to quickly assess the strengths and appropriateness of a foster / adoptive family in order to match with a child needing placement.
- Performs other assignments and duties as directed.

**Working Conditions:**

Office is at the assigned foster care and adoption office. The Home Development Supervisor travels to other PCHAS offices as needed. Will at times work remotely. After hours work is expected. High stress situations occur and must be able to handle decision making in high stress situations.

**Education and Experience:**

A Master Degree in Social Work and either a LMSW or a LCSW license. An advanced degree and appropriate licensed in a related field may be considered. Minimum two years' experience in child placement is required.

**Skills Desired:**

- Understanding of strength focused work with individuals and families and other strategies as outlined in the PCHAS Way residential procedures.
- Knowledge, experience and skills in managing people, education and interpersonal relationships.
- Excellent verbal and written communication skills.
- Understanding and commitment to high ethical standards.
- Ability to provide leadership, encourage leadership growth in others, but also function as a team member.
- Abilities in areas of self-motivation and organization.
- Ability to encourage others and demonstrate compassion in all areas.

**Christian Commitment:**

Spirituality is a strong component of the PCHAS way. The agency mission is to provide Christ-centered services. PCHAS is affiliated with the Presbyterian Church and prefers to employ individuals who are Christians and who possess a Christian Commitment as well as concern for children and families in need.

**An online application is required. Apply: [pchas.org](http://pchas.org)**