

## **Home Developer & Family Recruitment Specialist, Full-time**

We are seeking a **Home Developer & Recruitment Specialist** to coordinate Pathways' home verification process, which includes recruiting foster care or kinship, and adoption families, and completion of the initial screening, training, assessing, and recommendation of families for verification. This position works mostly remote, travels locally for home visits, and some in-office work in our Abilene location required.

Pathways Youth & Family Services is headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following 4 vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Turning Point, and Residential Care.

**Mental and behavioral health is the largest unmet health need for children and teens in foster care. Are you ready to join a team that's on a mission to change the lives of children and families? Want to be part of a movement that values compassion and empowerment?**

### **What you will be working on (essential duties not limited to the following):**

- Arranging and/or participating in various recruitment activities for foster, adopt, and kinship parents and support providers
- Participating in joint recruitment area events and activities with other supporting agencies
- Facilitating initial orientation and ongoing training to prospective and licensed families and support providers and staff via in person, in home, online, and audio/visual applications
- Providing recommendations as to the abilities, skill-level, and appropriateness of families that have completed applications, cleared background checks, and attended training
- Responding to inquiries within 48 hours, maintaining inquiry list, and discharging inquiries after three months of no activity
- Providing application materials and assistance to prospective foster parents
- Screening applications within two business days of receipt
- Completing initial walkthrough of the home
- Tracking onboarding progress to ensure efficiency, productivity, and compliance, to include due dates, training compliance, background checks, inspections, etc., prior to verification
- Participating in staffing, court, and other meetings regarding onboarding homes
- Completing and uploading all documentation within three business days of receipt
- Conducting final walk-thru of the home, assessing readiness for home study process
- Coordinating with the manager/director to review home study for verification
- Coordinating initial home visits and home studies
- Ensuring Home Study process is conducted in a timely manner within seven days
- Providing assistance and support to potential foster families so that they remain in compliance with DFPS Minimum Standards and Pathways' policies and procedures
- Prompting applicants and licensed foster/adopt parents to attend/receive all required training

### **What you will bring along:**

- Your age of 21 years or older
- Minimum education of High School Diploma and at least three years of full-time experience in child placing agency; Bachelor's degree from an accredited college or university and nine credit hours in undergraduate level courses that focus on family and individual function and interaction preferred
- Your ability to support the agency's culture, growth, and success through communication, accountability, and positivity

- Effective oral/written communication and organizational skills
- Competency in using Microsoft Word, the Internet, electronic records management system and other software applications
- Great team and work ethic!

**Due to the nature of our work, additional requirements include:**

- Proof of valid Texas Driver's License (Type C), current auto insurance, access to reliable transportation, and good driving record
- Two (2) employment references
- Cleared criminal background check
- Cleared TB test results
- Cleared pre-employment drug test
- Working cellular telephone at all times
- Ability to remain calm in stressful situations
- With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting or moving up to 25 pounds.

**What to expect:**

- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you're in the right place.
- Pathways is the type of company where you can balance great work with great life. It doesn't matter if you're just out of high school or college or your children are; we need you for what you can do.

**What's in it for you? We take care of our people.**

- Minimum salary is \$35,000 and up depending on your experience
- Affordable health coverage for you and your family
- Generous paid time off, flex days, and paid holidays
- Employer matching retirement plan
- Work side-by-side with other knowledgeable, dedicated, and diverse teams
- Casual and fun work environment
- Amazing opportunities for career progression
- A service you can be genuinely proud of

**We would love to hear from you. Submit your resume for consideration for this extraordinary opportunity to positively impact a child's life or visit us at [www.pathway.org](http://www.pathway.org). Pathways is an equal opportunity employer.**