

Home Developer & 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 **Houston** office location.

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

Submit your resume to coshman@pathway.org for consideration for this extraordinary opportunity to positively impact a child's life. Pathways is an equal opportunity employer.