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## Family Specialist (Hybrid)

Pathways Youth and Family Services is seeking a full-time **Family Specialist**. This position provides ongoing monitoring, support, and case management services to foster/adopt families and clients, and will work remotely and in-office for training and office meetings, as necessary. **Reliable transportation and willingness to travel and serve Houston and its surrounding area is 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 Residential 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):**

#### Foster/Adopt Family Development and Monitoring

- Provide assistance and support to foster families so that they remain in compliance with DFPS Minimum Standards and Pathways' policies and procedures.
- Assist foster/adopt parents in documenting how they are working on Service Plan goals.
- Conduct and document monthly and quarterly visits with all assigned foster/adopt homes. Provide training during quarterly visits to all assigned foster/adopt homes.
- Create and ensure compliance with Action/Safety Plans.
- Upload and complete all documentation.

#### Client Placement and Monitoring

- Respond to all internal referrals for placement.
- Identify and prepare families and children for placement.
- Conduct placement and complete all required placement documentation/training.
- Conduct 7-Day Follow-Ups (post-placement) to ensure the child's well-being and safety.
- Assess and ensure the child's well-being and safety on an ongoing basis.
- Schedule and facilitate service plan meetings and the development and implementation of Service Plans.
- Monitor foster/adopt homes and services provided to children through monthly contacts (at minimum).
- Ensure that all educational services are provided to the child and link assessments and plans to meet the child's educational needs in the public school setting (including attending ARD meetings and requesting special services through the school to meet the child's educational needs).
- Ensure that all medical, dental, and other health related appointments are attended within required timeframes.
- Attend court hearings and permanency planning meetings and share information with the child's legal representative(s) and Treatment Team.
- Complete monthly documentation on how the child is progressing on Service Plan goals.
- Plan, implement, and review behavioral interventions in conjunction with the CPMS, Program Director, and/or Treatment Director.



- Complete other duties as assigned.

### **Education and Experience Requirements**

Candidates come to us with a variety of knowledge, education, experience, and backgrounds. Here are some examples of what you might bring along to meet the minimum education and experience requirements:

- A Master's degree in a human services field from an accredited college/university and one year of supervised child-placing experience; the degree must include the following:
  - Minimum of 9 credit hours in graduate level courses that focus on family and individual function and interaction, or;
  - At least 350 hours of formal, supervised field placement or practicum with a social service or human services agency.
- A Master's degree from an accredited college/university and two years of supervised child-placing experience.
- A Bachelor's degree in a human services field from an accredited college/university and two years of supervised child-placing experience.
- A Bachelor's degree from an accredited college/university and three years of supervised child-placing experience.
- A Bachelor's degree from an accredited college/university and direct supervision from a person meeting one of the above qualifications.

### **Knowledge, Skills & Abilities needed to succeed in this role:**

- Thorough working knowledge of needs of children placed in substitute care.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to be clear headed and decisive based on the scope of the position.
- Ability to work efficiently and effectively both individually and as part of a team.
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve.
- Skilled in approaching care/services from a strengths-based perspective.
- Effective organizational skills.
- Effective oral and written communication skills.
- Competence with using Microsoft Word, Excel, the Internet, and other software applications.

### **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.
- Three employment references.
- Cleared criminal background check.
- Cleared TB test results.
- Cleared pre-employment drug test.
- Working cellular telephone.
- Physical and Mental Demands: With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent 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 and or moving up to 25 pounds.

**What to expect:**

- The majority of our team is remote or stationed at our Houston office location, although our services occur in person and/or in home appointments.
- 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 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 of \$36,000 - \$48,000 depending on your experience.
- Affordable health coverage for you and your family.
- Ability to craft your calendar with flexible locations and schedules for many roles.
- Generous paid time off, flex days, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Opportunity to work remote in most positions.
- Casual 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 to be considered for this extraordinary opportunity to positively impact a child's life.**

**Pathways is an equal opportunity employer.**