Basic Function
To work with specific hard to place children to identify a permanent resource for them.

Responsibilities
1. To recruit families willing to adopt special needs children from the child welfare system.
2. Create safe and supportive relationships with youth waiting for permanency.
3. Complete monthly visits with children on caseload and review county records to identify potential resource families.
4. Create individualized recruiting tools for hard to place children (PowerPoint presentations)
5. Compile monthly reports and accurately document the recruitment effort for each child on caseload.
6. Review family profiles submitted for children on caseload and make recommendation to county worker.
7. Assist with planning/coordination of matching events held by agency.
8. To provide direct assistance to all families interested in adoption and foster care through intake and orientation meeting facilitation as needed.
9. Additional responsibilities will/may be assigned as appropriate

Technical Knowledge
- Understanding of Adoption/Foster care Regulations
- Understanding of family movement through adoption process
- Understanding of adoption issues
- Proficient knowledge of MH/MR diagnoses
- Knowledge of SWAN system
- Knowledge of county systems
- Knowledge of child welfare system
- Basic Computer skills (All programs)

Skills
- Organizational skills
- Problem solving skills
- Self-starter
- Strong writing skills/public speaking
- Cultural competency
- Ability to multi-task
- Ability to work independently and as part of a team
- Ability to communicate with all levels of clients and colleagues
- Flexibility

Education/Training
Bachelor’s degree in social work or related field,
Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver’s license
1st Aid/CPR Certification

Experience
1-2 years’ experience in case management/social work experience. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

To apply, please go to http://tracpgh.com/employment-opportunities/