Job Title: Family Recruiter
Department: Adoption Resources
Reports to: AR Program Supervisor
FLSA Status: Exempt

Basic Function
To educate the community about adoption and foster care through direct work with local businesses and community outreach.

Responsibilities
1. To recruit families willing to adopt and foster special needs children from the child welfare system.
2. To develop relationships with community groups and businesses to raise awareness about adoption and foster care issues.
3. To identify potential business partnerships for both family recruitment, general awareness and fundraising opportunities.
4. Completing required paperwork as mandated by agency, funders, county agencies and State regulations accurately and in a timely manner.
5. To perform community outreach through general recruiting events as directed by supervisor.
6. To provide direct assistance to all families interested in adoption and foster care through intake and orientation meeting facilitation as needed.
7. To coordinate the family retention effort for the agency by making regular contact with intake families via phone, mail and email to move them to the next step towards adoption.
8. Additional responsibilities will/may be assigned as appropriate.

Technical Knowledge
- Basic understanding of Marketing principals
- Understanding of Adoption/Foster care Regulations
- Understanding of family movement through adoption process
- Understanding of adoption issues
- 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
High school diploma. Associates or Bachelors degree a plus, Act 33/34 clearances and FBI finger printing.
Use of insured automobile and valid driver’s license

Experience
1-2 years experience in sales or marketing experience a plus. 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/