



Baylor University

DIANA R. GARLAND SCHOOL OF SOCIAL WORK

Post Date: March 16, 2022

Agency Name	Presbyterian Children's Homes and Services
Job Title	Foster Care and Adoption Guide
Job Description	<p>Work location: Austin or Houston, TX Work from home/remote work We are committed to supporting at risk children and families providing them with tools and resources to help prevent children from experiencing child abuse, neglect and abandonment. We are a Christian agency that believes in living our mission, we provide Christ-centered care and support to children and families in need. In response to this community-wide challenge, Presbyterian Children’s Homes and Services (PCHAS), provides 14 programs and services in 28 locations, in Missouri, Texas, and Louisiana, which provide children with permanent homes and adults with increased self-sufficiency. This is accomplished by the agency’s commitment to “The PCHAS Way” which inspires the agency to be strength-focused, family-centered, and goal driven with every client. Benefits of serving children and families in need through PCHAS include competitive salaries, flex work schedules, paid time off, medical, dental and vision insurance options, voluntary life insurance options, paid holidays, and a very generous retirement plan (after one year of service and working 1,000 hours the agency matches an employee 200% up to a 3% retirement contribution). Status: Exempt Working Conditions: The Foster Care &amp; Adoption Guide (Guide) will work from designated office space in the assigned regions as indicated by the Director of Community &amp; Church Engagement and participate in activities in a variety of settings, including the office, community, churches, homes, virtually/online and other locations. The Guide will work an average of eight hours per day. Flexibility during the daily schedule will be necessary in order to provide extraordinary customer service to families, churches, and community organizations. Work outside of normal business hours (evening hours and weekends) will be frequently necessary in order to complete job duties. The Guide must be able to travel, and some overnight stays are expected. PCHAS will provide a computer, cell phone or cell phone reimbursement, and office equipment needed for work purposes. The Guide must have the ability to work in a high-energy and high-stress environment at the office, in the community, and in foster and adoptive family homes. There is moderate risk of exposure to infectious disease, and physical or verbal aggression from children or foster and adoptive parents, who may be occasionally present during the course of work. The Guide needs to be able to lift, move and/or transport Community &amp; Church Engagement materials that may weigh up to 40 lbs. Position Summary: The Foster Care &amp; Adoption Guide (Guide) is on a mission to find foster and adoptive families to care for children referred to Presbyterian Children’s Homes and Services (PCHAS). The Guide is most often the face and voice of PCHAS in the community (online and in-person) and works as a member of the Community &amp; Church Engagement team to communicate the need for foster and adoptive families, hosting events and speaking to audiences and individuals. The Guide is assigned to directly support 2-3 PCHAS Foster Care &amp; Adoption regional programs, and provides back-up and indirect support for the remaining regions, as well as The Foster Care Village. The Guide works in a primarily self-directed manner and maintains a high level of organization, flexibility, and creativity. The Guide must demonstrate strong interpersonal communication skills and have experience in creating programs and/or events in a variety of community and church settings in collaboration with paid and volunteer clergy, church, and community leaders. Essential Job Functions Maintain knowledge of community needs for Foster, Adoptive and Kinship Families as well as PCHAS requirements for verification and/or approval and communicate with inquiring families. Provide inquiring families with great customer service, answering question and giving information by phone, email, video, and/or in-person. Conduct the initial screening assessment for inquiring families and record all information within the data management system before inviting those that appear to be a good match to begin the verification process and handing-off the family to Home Development staff. Represent and/or coordinate representation for PCHAS at community events to recruit Foster, Adoptive, and Kinship Families for children needed placement, promoting other PCHAS programs, such as Maternity &amp; Adoption, when appropriate. Develop and maintain relationships with Child Placing Agencies, organizational partners, churches, pastors and other networks in order to further the influence of PCHAS and awareness of the need for foster and adoptive families.</p>



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Job Description Continued	<p>Plan and execute Church Engagement Initiatives within churches as a tool to achieve targeted recruitment plan goals and further the influence and awareness of PCHAS and the need for Foster and Adoptive Families. Requirements Bachelor's Degree is required and a Bachelor's degree, or higher, in social work, counseling, or another human services area is preferred. Professional work experience is required and 5+ years of professional work experience in child welfare, church ministry, non-profit community relation and/or fundraising, marketing, sales, or public relations in an autonomous role is preferred. The Guide must possess: Strong documentation, organization, planning, research and time management skills. The ability to think critically, analyze data, and solve problems creatively. The ability to work independently, at a distance, and support a team to which they do not report, while reporting to a supervisor in another part of the state. The ability to effectively conduct training, communicate on panel discussions, and to make persuasive professional presentations. Superior verbal, written and interpersonal communication skills. The Guide will effectively and tactfully communicate with stakeholders and personnel at all levels and will express thoughts, feelings, and ideas in a clear, concise, and compelling manner in individual and group situations, actively listening to others and adjusting, as needed. The ability to work effectively under pressure with frequent interruptions, remaining flexible as priorities change. As a representative of PCHAS, the Guide will maintain a calm and professional demeanor, even in pressured and/or crisis situations. Other Requirements Must hold a valid driver's license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings. As requested, must submit fingerprints for review by the state of your employment and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease. Christian Commitment Presbyterian Children's Homes and Services is a faith-based Christian organization. We provide Christ-centered care and support to children and families in need. We strive to serve like Jesus. We meet our clients where they are and treat them with respect. We focus on our clients' strengths rather than their problems. And we encourage our clients to focus on their future rather than their past. When we do this well, we help our clients find hope and know the love of God.</p>
Job Location	Austin, TX
Salary Range	\$ 42,000-45,000
Qualifications	<p>Bachelor's Degree is required and a Bachelor's degree, or higher, in social work, counseling, or another human services area is preferred. Professional work experience is required and 5+ years of professional work experience in child welfare, church ministry, non-profit community relation and/or fundraising, marketing, sales, or public relations in an autonomous role is preferred.</p>
Link to application site	<a href="https://recruiting.paylocity.com/recruiting/jobs/Details/951119/Presbyterian-Childrens-Homes-and-Services/Foster-Care-and-Adoption-Guide">https://recruiting.paylocity.com/recruiting/jobs/Details/951119/Presbyterian-Childrens-Homes-and-Services/Foster-Care-and-Adoption-Guide</a>
Application Contact Name	Dana Kramer
Phone	(314)474-8749
Email	<a href="mailto:employment@pchas.org">employment@pchas.org</a>
Application will be accepted until	Open Until Filled

If your response to this job posting results in successful employment or if the position has been filled, please email the Office of Enrollment, Career and Alumni Services at [SWO@baylor.edu](mailto:SWO@baylor.edu).