



Wendy's Wonderful Kids

Adoption Case Manager Recruiter

If you are interested in applying for this position, please submit your cover letter and resume to Missie Irby at missie.irby@cnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

Skills/Abilities

- ◆ Must possess skills to implement a child-focused recruitment model to find families for children in foster care and have the ability to relate to children and potential adoptive families.
- ◆ Will need to work as part of a team, be an effective advocate for children, be results driven and self-motivated.

General/Essential Duties of Position (Full job description will be provided upon interview)

- ◆ Develop and implement effective, aggressive and accountable recruitment activities for youth who are legally available for adoption but do not have an identified adoptive family by utilizing the Child-Focused Recruitment Model.
- ◆ **Visit each youth on the caseload monthly, as well as attend case staffings and other meetings related to the youth's permanency plan.**
- ◆ Travel throughout the state to build and maintain effective relationships with waiting youth.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A Master's Degree from an accredited college or university in social work or related field;
- ◆ A minimum of two (2) years of experience in Child Welfare is required, with an emphasis in foster care/adoption preferred.
- ◆ A Bachelor's Degree in psychology, social work, sociology or related human services degree and adoption experience may be substituted.
- ◆ FCB Certified in child welfare is preferred or ability to become certified within one year of hire

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required
- Driver's license check is required
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local law enforcement and FBI/FDLE)

f you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying