



Presbyterian Children's Homes and ServicesSM

Seeking a Foster Care & Adoption Guide

Dallas/Wichita Falls and Houston/Austin

The Foster Care & Adoption Guide (Guide) is the first point of contact and the face and voice of Presbyterian Children's Homes and Services (PCHAS) for those who want to know more about fostering and/or adoption children that have experienced abuse and/or neglect and are in the conservatorship of the Texas Department of Family and Protective Services (DFPS).

We will be hiring 2 staff in this role: 1 individual will be serving the PCHAS Foster Care & Adoption programs in Houston & Austin and 1 individual will be serving the PCHAS Foster Care & Adoption programs in Dallas & Wichita Falls. The hired candidate may reside with reasonable access to either service area.

The Guide has a deep compassion for children, believes that every child deserves a family, and is certain that God designed children to thrive in the loving, safe and nurturing care that family should provide. Because of these convictions, the Guide also believes that every child can experience healing within a family, and that no child's needs, behaviors or history make them undeserving of this foundation. The Guide believes they can and will find families for children with a wide variety of characteristics, needs and challenges. The Guide is responsible for advancing the mission and vision of PCHAS in the community by raising awareness of the need for families to care for children through foster care and adoption and by finding more families for children needing placement. The Guide will also participate in efforts to ensure that digital, print and all other content and media are accurate, effective and successful in promoting foster care and adoption with PCHAS. The Guide will be able to work in a self-directed manner with a high level of organization. The Guide must demonstrate strong interpersonal and relational communication skills, and have experience in creating and executing programs and/or events in a variety of community and church settings, requiring collaboration with paid and volunteer community and church leaders. All duties are performed in conjunction with agency staff, community and church leaders, and/or volunteers.

Core Responsibilities

- Welcome curious and interested families that want to know more about foster care, adoption & kinship care via phone, email, in person or any other method.
- Support families within the service area for two PCHAS regional Foster Care, Adoption & Kinship Care programs in Texas and provide assistance, as needed, in other regions within the state.
- Connect with families, learn about their journey toward fostering, adopting and/or kinship care, answer questions, and share about Foster Care, Adoption & Kinship Care with PCHAS.
- Meet with prospective foster/adoptive families, as needed, by phone, video or in-person to answer questions and support their consideration of fostering and/or adopting with PCHAS.
- Coordinate and/or represent PCHAS at recruitment events, speaking engagements, expos, and other community events.

- Attend community meetings.
- Promote PCHAS Maternity Services, Voluntary Adoption Program and all other PCHAS services, when appropriate and/or when requested.
- Provide and receive back-up and support for/from peer Guide and supervisor, as needed.
- Participate in planning and execution of a targeted recruitment plan for assigned regions in collaboration with local foster care and adoption staff.
- Develop and maintain relationships with Child Placing Agencies, organizational partners, churches, pastors and other networks in order to further the influence and awareness of PCHAS and the need for foster and adoptive families.
- Assist in developing content for website, social media and print materials, public relations and marketing strategy for PCHAS Foster Care, Adoption & Kinship Care program.
- Network with area churches, speak to congregations, and distribute PCHAS information to recruit foster/adoptive families.
- 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.
- Participate in PCHAS team meetings, monthly supervision, and other activities.
- Communicate via all appropriate media, including public speaking, in order to further the influence and awareness of PCHAS and the need for foster and adoptive families.
- Assist with agency special events.
- Travel within assigned regions, as needed, as often as 1-2 days, or more, each week.
- Perform all other duties as assigned.

Requirements

- Minimum of a Bachelor's degree plus experience in child welfare, church ministry and/or non-profit community relations.
- Mission-focused, determined to find a home for every child, and passionate about providing hope and healing to children and families.

Knowledge and Skills

- Strong documentation, organization, planning, and time management skills.
- Ability to work at a distance and support a team to which the position does not report, while reporting to a supervisor in another part of the state.
- Ability to effectively conduct training, communicate on panel discussions, and to make persuasive professional presentations.
- Communicates effectively and tactfully with all levels of stakeholders and personnel, expressing thoughts, feelings, and ideas in a clear, concise and compelling manner in both individual and group situations; actively listening to others; adjusting style to capture the attention of the audience.
- Requires ability to effectively work under pressure with frequent interruptions and remain flexible as priorities change; able to maintain calm and professional demeanor under pressure; working conditions may be high energy, high stress.

- Requires ability to drive assigned vehicles(s), with appropriate state license, following all laws applicable; must be eligible to be insured under PCHAS insurance policy.
- Requires proficiency in the use of various office software programs, including, but not limited to, word processing, spread sheets, desktop publishing and graphics.

Working Conditions

The Foster Care & Adoption Guide (Guide) will work from designated office space in the assigned regions as indicated by the Director of Community & Church Engagement. Community & Church Engagement activities are carried out in a variety of settings, including office, community, church, home, and other locations. The Guide will be required to 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. Requires ability to travel with some overnight stays expected. Foster Care & Adoption Guide will be provided a computer and cell phone or cell phone reimbursement in order to perform their work. Required office equipment is provided. The Guide must have the ability to work in a high energy environment both at the office, in the community, and in the foster care and adoption environment. 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. There is a need to lift, move and/or transport Community & Church Engagement materials on occasion that may weigh up to 40 lbs.

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.

Apply at: pchas.org