



Looking for a Rewarding Career While Helping Children & Families?

Arms Wide Adoption Services is a non-profit organization with a 43-year history deeply committed to transforming the lives of children in need of safe and nurturing adoptive families in Houston and South Texas. Our transformational programs include foster care, adoption, post adoption and post permanency support. We currently have an opening for a **Full-Time Foster Care and Adoption Supervisor**. The Supervisor of Foster Care and Adoption is responsible for the supervision of the department's professional staff and the coordination of the overall programming. The Supervisor provides input into the development and execution of the program goals as well as contract and regulatory requirements.

Essential Duties:

- Supervise assigned foster care and adoption staff in all aspects of their casework responsibilities
- Continuously look for ways to increase quality of the Foster Care Services.
- Conduct regular staff meetings of caseworkers and support staff
- Supervise maintenance of complete and current records on each case, in compliance with Child Placement Minimum Standards as well as Residential Child Care Contract requirements.
- Assist in reporting statistical information on services provided
- Perform other tasks as assigned by the Director of Foster Care, Adoption and Process Improvement
- Participate in collaborative endeavors and projects with other community agencies

Minimum Qualifications:

- Bachelor's degree plus two years of experience in a child placement setting
- Working knowledge of Residential Childcare Minimum Standards and Residential Child Care Contracts
- Licensed Child-Placing Agency Administrator (LCPAA), or eligible and willing to obtain licensure.
- Understanding of Trauma, Trauma Informed Care, and the impact of Trauma to children and families

Preferred Qualifications

- Master's degree in Social Work, or Behavioral Science field preferred; or
- Basic knowledge of human growth and development
- Understanding of family dynamics theory and practice
- Possess team building and positive interpersonal skills
- Possess an aptitude and energy for program development

Programs, resources, and benefit eligibility vary based on scheduled hours worked and length of service at Arms Wide Adoption.

Arms Wide is an equal opportunity employer. Arms Wide is committed to selecting and employing the best and most qualified person available for each job opening without unlawful discrimination of any kind. Additionally, Arms Wide is committed to providing a work environment free of discrimination and harassment based on race, color, sex (including pregnancy, sexual orientation, and gender identity), marital or parental status, veteran status, religion, national origin, age, disability, family medical history, genetic information, or political affiliation.

For more information about Arms Wide, please visit our website at armswide.org

To apply, please send your cover letter and resume to careers@armswide.org

PRESERVING & FULFILLING FAMILIES

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