

PART TIME ADOPTION RECRUITER

Start Date: 1/4/2019

End Date: 1/18/2019

If you are interested in applying, please submit your cover letter and resume to Jennifer Rossell via email – JRossell@cnswfl.org

Submit your Resume and Cover Letter by 5:00 pm on Friday, January 18, 2019

- Children's Network of Southwest Florida, LLC does not discriminate on the basis of 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 SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.
- Children's Network provides medical, dental, 401K, paid vacation, sick leave and holidays.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A Bachelor's Degree from a four-year accredited college or university with a minimum of two (2) years of child welfare related experience OR an advanced degree in social work or a comparable human service field.
- ◆ Must have a working knowledge of community services in our local five (5) county area. Ability to establish and maintain positive working relationships is also a must.
- ◆ Adoption Competency training (preferred)

General Purpose of Job (Full job description will be provided upon interview)

- ◆ The purpose of this job is to promote the adoption program in the community, develop resources furthering identified general, targeted and child-specific recruitment efforts, participate in and deliver pre-service training to potential adoptive families; complete adoption home studies for families residing in Circuit 20 who are interested in adopting special needs children.

Other Qualifications

- Strong organizational and problem-solving abilities
- Ability to establish and maintain positive working relationships with others
- Ability to work as a team member
- Ability to work in a multi-cultural environment
- Effective listening skills
- Verbal and written communications skills
- Must be self-motivated and have the ability to manage various work assignments simultaneously

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required
- Driver's license check is required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory
- (Local Law/FBI/FDLE)
- Annual Tuberculosis testing is a requirement

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