Job Description

Title: Wendy’s Wonderful Kids Recruiter
Position Is: Full Time Exempt
Department: Program
Reports To: Adoption Recruitment Director

The Wendy’s Wonderful Kids Recruiter will connect children who wait for permanent homes with families who wish to adopt by implementing and coordinating effective recruitment, matching and support services for a caseload of 15-25 children. The Recruiter will follow a child-focused, evidence-based recruitment model and manage a $70,000 grant. The Recruiter will also be responsible for building relationships within the community and raising awareness and education about foster care and adoption.

30% child-focused recruitment

- Reviewing case files
- Contacting possible adoptive resources and past connections including biological family members or kin
- Networking in an effort to find positive connections for WWK youth
- Conducting online diligent searches
- Creating specialized recruitment plans which include creating and reviewing genograms for each youth on the caseload
- Conducting reverse computer matches using The Adoption Exchange’s database and the AdoptUSKids’ national database

30% meeting with the children

- Consists of monthly visits with youth (required)
- Attending matching events, Heart Gallery Photo shoots and other organizational events hosted by The Adoption Exchange
- Preparing the child for adoption
- Developing, coordinating and facilitating the transition planning
- Monitoring and supporting placements through finalization

5% inquiry calls

- Consists of reviewing web generated inquiries from prospective adoptive parents and answering general information calls regarding youth on the caseload

10% data entry and reports

- Consists of submitting monthly data regarding the caseload as well as quarterly assessments of the youths’ readiness for adoption and recruitment plans
- Submitting yearly grant renewals and bi-annual reports
15% meetings and trainings
- Attending staffings, permanency round table meetings, and other professional meetings
- Conceptualizing case plan and implementing new resources and recommendations

10% other duties as assigned

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

Qualifications:
- MSW (preferred) or BA, BSW or other human services degree with three years post graduate direct experience (required)
- Experience in the adoption field (preferred)
- Demonstrated ability to organize and manage multiple projects and cultivate relationships
- Expertise in providing family support/excellent customer service
- Computer literacy and efficiency with MS Office software (required)
- Excellent verbal and written communication skills
- Ability and willingness to travel with flexibility to work evenings and occasional weekends
- Bilingual (Spanish) a plus

To apply:
If you are interested in applying for this position, please submit a cover letter, resume, and contact information for three professional references to kids@adoptex.org. Please put WWK Recruiter in the subject line of your email.

The Adoption Exchange is an equal opportunity organization and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical ability, veteran status, military obligations, and marital status.