



As a private, non-profit Child-Placing Agency for children in foster care, we are licensed by the state of Texas. Established as a grass roots organization out of the Vineyard Church of Houston in 2004, our mission is to restore abandoned, abused or neglected children by placing them in a community of Christ-centered families, in relationship with the local church, who will care for these children through foster care and adoption. Presently we operate with a staff of five and are looking to expand and grow our program. *Out of Compassion we are moved to action!*

JOB DESCRIPTION

Job Title: Administrative Support Services Tech

Reports to: The Program Director

Qualifications:

EDUCATION: A master's degree from an accredited college or university

EXPERIENCE: At least 1 year of full-time experience as a caseworker or foster/adoptive home developer.

OR

EDUCATION: A bachelor's degree from an accredited college or university in social work or other Human Services field.

EXPERIENCE: At least 1 year of full-time supervised child-placing experience.

OR

EDUCATION: A bachelor's degree from an accredited college or university.

EXPERIENCE: At least 2 years of full-time supervised experience as a caseworker or foster/adoptive home developer.

Summary:

The Administrative Support Services Tech is a part-time position for a positive, energetic and cooperative team player, who works well with staff, families and children from diverse backgrounds. As a significant staff member, the Administrative Support Services Tech must be flexible and willing to cover a variety of tasks to meet the business need and objectives of the agency.

Responsibilities:

- Assist with Foster Parent Training.
- Write home studies.
- Input and maintain updated data for all foster homes and children in care.
- Manage the Extended Reach Computer Program for the agency.
- Maintain regular contact with foster families to ensure that all documentation is current.
- Maintain accurate, timely, and complete case files for every foster family and children care, meeting all agency standards and requirement for licensing.
- Attend staff meetings, seminars, and professional conferences.
- Responsible for maintaining a positive relationship with referral agencies.
- Other duties as assigned.

DISCLOSURE STATEMENT:

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Administrative Support Services Tech (print)

Administrative Support Services Tech (signature) Date

Program Director (supervisor signature) Date