**Job Title: Program Director – Adoption Services**

**(Houston, TX – Clear Lake Area)**

Minimum Qualifications:

Candidate must have LMSW and one-year experience in successful completion of special needs adoptions. Able to communicate verbally and in writing, effectively. Proficient in MS Office, Excel, and TARE (Texas Adoption Resource Exchange).

Brief Job Summary:

* Working and engaging with diverse families and potential referral resources;
* Coordinate and facilitate family home visits, post-placement, surrogacy & custody issues;
* Recruit, screen and interview potential families/clients for adoption;
* Prepare reports using formats, guidelines and required documentation to meet strict deadlines and meet goal expectations;
* Participate in report review process;
* Make personal contacts with attorneys, clinics, hospitals and other referral sources;
* Participate and facilitate community outreach efforts and activities as needed to promote the availability of services within local areas.

 **For a complete job description contact:** fsussmann@tcc1878.org

409-765-52112 x3008 or via fax 409-765-6094. EOE-M/F/V/D