

**Child Specific Recruiter  
(Permanent, full-time, work-from-home position—Must live in the Kelowna region)**

Deadline to apply: Applications will be reviewed as they are received. Posting will remain open until filled.

**Do you want to use your skills and experience in child welfare or child and youth work to make a difference in the lives of children and youth waiting for an adoptive family? If you've answered yes, we'd love to talk to you!**

### Position Summary

This is a permanent, full-time position (35 hours/week; core hours 9:00 am - 4:30 pm) with a competitive salary. The Child Specific Recruitment model involves seeking a permanent family by firstly focusing on the child's biological family, culture, prior and existing connections, followed by approved Ministry of Children and Family Development (MCFD) adoptive families.

Referrals are received from MCFD. The Recruiter works directly with the child to prepare them for adoption, transition, and support following a placement. The Recruiter co-ordinates informational events and other activities to support the operation of the Recruitment Department.

This position will report to the Manager of Recruitment & Family Support. It will be home based and during office core hours of 9:00 am - 4:30 pm. Flexibility outside of office hours is required. The candidate must live in the Kelowna region of BC and be willing to travel as required and as public health measures allow.

### About AFABC

For more than 40 years, the Adoptive Families Association of British Columbia (AFABC) has been dedicated to providing ground-breaking programs for families, children, and youth. We also help find families for the hundreds of children and youth in the care of MCFD who are waiting for a permanent home.

We strive to inform, support, educate, and connect everyone in the adoption and permanency community. We welcome prospective and waiting adoptive parents and guardianship, kinship, moral, and custom adoption families, as well as those formed through legal adoption.

Our office is located on the ancestral, unceded lands of the sə́ililwətaʔt (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations. AFABC is committed to listening, learning, and participating in reconciliation.

AFABC offers a competitive salary and a friendly, purpose-driven work environment.

AFABC works in close partnership with the MCFD and has for several years been providing youth in and from care. Looking ahead, AFABC will develop more partnerships with indigenous-led organizations, community groups, service providers and funders to provide a broader array of services to vulnerable young people and their families in BC.

## Major Duties and Responsibilities

### Case management

- Conduct in-depth case file reviews and document pertinent information re child's history, health and development, family, and connections.
- Create a recruitment plan to be updated quarterly.
- Assess the child's readiness for adoption quarterly.
- Attend meetings with other professionals regarding the child's wellbeing and case planning.
- Document all work completed and keep case files up to date.

### Diligent searches, recruitment, and matching

- Conduct a diligent search for permanency using a variety of methods, including:
- Search for the child's biological family and engage with them regarding permanency goals.
- Connect with the band/culture in co-ordination with MCFD.
- Connect with those in the child's network (e.g. foster parents, youth workers, school officials, coaches, and other significant connections).
- Use MCFD's Adoption Management System and Adopt BC Kids, create profiles and videos of children and youth to be shared, and review home studies.
- Co-ordination and delivery of information sessions and other community events.

### Adoption preparation with child

- Build a trusting relationship with the child and prepare them for adoption. This can involve fun outings, life book work, and using other resources to prepare them as needed.

### Transition support

- Take an active role in transition planning by creating transition schedules and co-ordinating logistics between all stakeholders.
- Provide transition support as needed to the child, foster family, adoptive family, and adoption professionals once a match has been made and the child is to be moved to the new adoptive family.

### Administration, reporting, and other support

- Monitor, track, evaluate and report on program effectiveness.
- Participate in ongoing agency accreditation.
- Promote awareness of the program as needed, and work with the program manager and team to review and allocate referrals.
- Other duties as required.

## Required Qualifications, Experience, and Skills

- Post-secondary education in social work, child and youth care, or related field.
- Experience with child welfare and issues facing children and youth with special needs is preferred.
- Lived adoption, foster, or permanency experience is an asset.
- Connection to the Indigenous community is an asset.
- Experience working with youth is an asset.

## Desired Qualification, Experience and Skills

- Familiarity with non-profit/ charitable contexts and dependency on multiple funding sources.



- Familiarity with adoption, permanency, child welfare, Indigenous cultures, child and adolescent development and issues facing children and youth with special needs.
- Familiarity with culturally competent practices reflective of the diversity of the population served.
- Ability to develop respectful and collaborative relationships with partners and stakeholders.
- Ability to work collaboratively with the management team towards strategic organizational goals.
- Ability to meet departmental contract deliverables and goals efficiently and effectively.
- Ability to organize and manage work with minimal supervision.
- Ability to handle confidential information with discretion, and sensitivity.
- Ability to travel and work flexible hours.
- Ability to drive a vehicle and possesses a valid driver's license.
- Strong written, verbal, and online communications skills.
- Strong working knowledge of MS Office suite.
- Strong working knowledge of social networking tools and strategies.

AFABC is an equal opportunity employer. We are committed to creating an environment that embraces and welcomes individuals' uniqueness by valuing and respecting their talents, skills, and abilities to the benefit of the collective whole. We recruit, employ, train, compensate and promote regardless of race, religion, colour, place of origin, sex, sexual orientation, disability, age, and any other protected ground under The BC Human Rights Code. At AFABC, all qualified applicants will receive consideration for employment.

Interested applicants should contact Correen Coons, Manager of Recruitment and Family Support, with a resume and cover letter: [hiringcommittee@bcadoption.com](mailto:hiringcommittee@bcadoption.com).

