

## **Foster Care Specialist**

### **POSITION SUMMARY**

The Foster Care Specialist provides case management services to children/families in the custody of/or under the supervision of the Missouri Children's Division with a primary focus on permanency, safety and well-being of the child. The position requires strong written and verbal communication skills, an ability to work with a diverse client population, a desire to work as part of a team, a sense of humor, a working knowledge of community resources and a passion for the right of every child to be part of a permanent, loving family. This position demonstrates a commitment to connecting children to families and keeping families connected and provides all services in accordance with the teachings of the Catholic Church. This is a full time position.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Complete initial and ongoing assessments of service needs of the child and family including the psychological, developmental and emotional areas of functioning. Based on needs assessment, develop and implement case planning for children and their families providing all needed referrals.
- Monitor child's placement in alternative care assuring that the child's medical, educational, social and emotional needs are being met.
- Monitor the family's progress on treatment goals by having regular contact with family members and coordinating any needed service referrals.
- Attend all court hearings, provide factual testimony and follow up on all court ordered treatment plans and court orders.
- Advocate for children and families within the systems impacting service delivery i.e. educational, legal, medical, mental health systems.
- Attend school, agency, medical, therapeutic and court meetings with child and placement provider as needed.
- Provide crisis intervention services when needed and be available for after-hours emergencies as they arise within reason.
- Assess child and family functioning, protective factors, family strengths, family needs, stressors, and coping mechanisms in the foster home and the home of removal.
- Provide coaching and skill building activities to families to improve family functioning and help parents improve their ability to care for their child.
- Maintain the client's legal record which includes documentation of all client related activities on the child and family as required by Children's Division and Council on Accreditation. Ensure timely and accurate documentation in the state system (FACES) according to established timeframes.
- Complete written reports, including court reports, case reviews, case plans, referrals and other documents as required by the contract.
- Work as an effective member of the Foster Care Team including working peer caseloads during absences, vacations, vacancies, etc. as needed; facilitating team meetings; participating on committees or subgroups; and participating in recruitment efforts for resource families.
- The majority of this job is performed in the community and staff will need to transport clients to activities or appointments and therefore must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.



## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Master's degree from an accredited program of Social Work, Counseling or Psychology or a Bachelor's degree from an accredited program of Social Work, Counseling or Psychology and two (2) years of related experience. Working knowledge of community resources. An understanding of family systems, the impact of abuse and neglect; substance abuse; mental illness; poverty; grief and loss; and trauma on children and their families. Successfully complete basic Child Welfare Practice Training.

Salary is competitive based on knowledge and experience.

To apply for this position, please submit a resume and cover letter to:

Teresa Hayner  
Director of Community Services  
1340 Partridge Ave.  
St. Louis, MO 63130  
Fax: 314-854-5750  
Email: [thayner@ccstl.org](mailto:thayner@ccstl.org)

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