

Family Development Specialist- Jefferson County

SUMMARY OF POSITION

The Family Development Specialist provides recruitment, training, assessment, and support of new and existing resource families with a primary focus on creating safe, nurturing and stable families for children in the foster care system. 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.

QUALIFICATIONS

RECRUITMENT

- Assist Foster Care management staff in planning and implementing recruitment activities throughout the year including representing the agency in community fairs, informational sessions and festivals.
- Educate potential applicants about the needs of children in foster care and the opportunities to become a foster, adoptive or respite family.
- Respond to inquiries from new families interested in foster care, adoption or respite care and screen families for further development based on the agencies identified needs. Assist families that do not meet the agencies needs by referring them to programs that can meet their needs.
- Gather relevant information from inquiries and process intake paperwork as required.
- Conduct child-specific recruitment as needed. Provide required documentation and maintain appropriate records according to CD policy.
- Receive and respond to requests from internal or external case management staff seeking to access Good Shepherd Children and Family Services resource families.

TRAINING/ASSESSMENT

- Interview and evaluate potential foster, adoptive or respite parent applicants during an initial home visit.
- Enroll families in pre-service or in-services training classes according to their needs.
- Complete home assessments on all applicants who complete the MO CARES training and provide recommendations as to applicants' ability to meet licensing standards and meet the following competencies:

*Understanding Trauma and Trauma Informed Parenting

*Supporting Families and Maintaining Children's Connections

*Understanding the Child Welfare System; and the Social, Emotional, and Physical Impact on Children and Families

*Understanding the Importance of Cultural Identity in Foster Care and Adoption

* Understanding the Impact of Mental Health and Substance Abuse on Children

- Counsel out families that are unable to meet licensing standards or meet the competencies prior to full licensure after all attempts to rectify the situation have been exhausted.
- Complete renewal assessments according to licensing standards.
- Complete quarterly home visits to ensure compliance with licensing standards, ability to meet required competencies and to address any concerns.
- Provide coaching and corrective action plans with families to address any identified needs or deficits.
- Develop and implement in-service training plans for resource families on an on-going basis to ensure families are attending all required trainings.

SUPPORT

- Provide support to resource families throughout the placement process in coordination with case managers.
- Monitor families after placement through regular phone contacts, home visits and other activities.
- Act as a liaison for foster and adoptive parents with the placing agency.
- Provide placement stability services as needed to resource families.
- Attend all required court hearings, adoption staffing, and other case specific meetings.

GENERAL

- Maintain case records according to agency, Children Division, licensing and COA standards which includes documentation of all clients related activities on the child or family as required by CD and COA.
- Adhere to Children's Division policy specifically regarding adoption as a permanency plan and licensing of resource families.
- Ensure timely data entry in the state system (FACES) according to established timeframes as well as CSWIS and BINTI.
- Complete monthly reports as required by the Resource Development Supervisor.
- Coordinate with community professionals as required, including C.D., Family Court, St. Louis PARTNERS agencies, FACC, and other community service agencies.
- Participation at all contractor's meetings, training, and committees as required.
- Comply with all confidentiality and security standards imposed by HIPAA, COA, and other external bodies as well as those specified in internal organizational policies.
- 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, covering PARTNERS homefinding duties as well as being on-call for the partnership.
- Collaborate with case management team related to licensing including clarification of licensing expectations, completing initial safety walkthroughs, or attending home visits with case management staff.
- Participate in agency and departmental events that support the general function of the agency or program.
- Respond to all emails and voice messages promptly and courteously
- Participate in St. Louis Partners peer record reviews as required.
- Attend all Foster Care Team meetings and Good Shepherd all staff meetings.

- Attend training to enhance competencies related to job position and ensure all required job-related knowledge is acquired.
- The majority of this job is performed in the community and staff must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- Perform other duties as assigned.

MINIMUM 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. Understanding of juvenile court processes and Missouri child welfare laws, practices, and licensing standards as well as federal child welfare laws. 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. Successful completion of MO CARES TTT, Spaulding TTT, and SAFE training preferred.

TO APPLY

To apply, submit a resume and cover letter to Abbey Ross at aross@gsstl.org.