



JOB DESCRIPTION

Job Title: Placement Specialist

Ministry: Good Shepherd Children and Family Services

Reports To: St. Louis Partners Director

Date: 01/01/2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The St. Louis Partners Placement Specialist is responsible for searching for and identifying appropriate resource homes when a child is in need of placement due to being a new intake or a placement disruption for all St. Louis Partners children. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with family members, friends and supportive adults.

OVERVIEW & RESPONSIBILITIES

Placement Search

- Identify cases that need a placement search at the time of intake.
- Alerts the fostering community that a placement is being sought with a description of the child(ren)
- Respond to home finding referrals due to a disruption in placement.
- Locating an appropriate foster home for children needing placement includes searching for all possible levels of care according to the child's needs (including TFC)
- Facilitate regular check-in meetings with each agency (no less than monthly) to discuss open home finding referrals and any upcoming home finding needs.
- Responsible for referrals to Arbor House during business hours and communicating with Marygrove for approval.
- Share on-call responsibilities with the other placement specialist, which include taking calls from within the partnership for the use of Arbor House after-hours, when needed.

Family Finding

- Find safe, appropriate relative support, starting with parents, siblings, and grandparents, for the child(ren) within the first 5 days of entering foster care with family placement as a primary goal. Maternal and paternal relatives are explored with equal interest.
- Continue to provide family finding efforts on each new case for the initial 30 days (about 4 and a half weeks) identifying and exploring at least 20 relatives or kin as potential placement providers or as lifetime supports for the child(ren).
- Assist the case manager in coordinating, identifying, and documenting family/kin for each child through Family Finding search activities, including, internet and database searches.
- Establish an understanding of the different child placing policies, including appropriate background check procedures, placement documentation and initial licensing documentation needed upon placement in each county served by St. Louis Partners.
- Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.
- Develop protocols and procedures including case selection criteria beyond new intakes.
- Assist in development procedures for documenting progress with family finding efforts and program evaluation tools.

General

- Provide coverage as needed for other SLP positions.
- Responsible for answering the Partners Intake phone during business hours. The placement specialist is responsible for distributing the new intake information to the assigned case management agency.
- Respond to communication from families and professionals in a timely manner.
- Respect and demonstrate understanding for individual differences.
- Perform other duties as assigned to meet the betterment of families and children being served by St. Louis Partners.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Bachelors degree from an accredited program of Social Work, Counseling, Psychology or a related field and a minimum of three (3) years of direct experience working in child welfare and managing of such services.
- Working knowledge of community resources.
- Understanding of juvenile court processes and Missouri child welfare laws, practices and licensing standards.

- 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.
- A strong commitment to the family, finding philosophy and a deep understanding of the essential role family connections play in a child's life.
- Ability to work cooperatively, productively and in partnership with other team members, agency staff and clients.
- Maintain professional relationships and communicate effectively with CD staff, families, placement providers, and community partners.
- Demonstrate an ability to empathize with children and families.
- Ability to develop rapport and work effectively with staff and families of diverse backgrounds.
- Ability to support staff and confront issues with staff when needed professionally.
- Respects and demonstrates understanding for differences including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability, and socioeconomic status.
- Ability to work cooperatively, productively and in partnership with other team members, agency staff and clients.
- Maintain professional relationships and communicate effectively with CD staff, families, placement providers, and community partners.
- Demonstrate an ability to empathize with children and families.

SKILLS & COMPETENCIES REQUIRED

- Excellent written and verbal communication skills
- Ability to effectively present information and respond to questions from groups of managers, public groups, and/or placement providers.
- Excellent assessment skills
- Non-judgmental attitude
- Strength-based approach in working with staff and placement providers.
- Availability to address after-hours placement emergencies as they arise.
- Commitment to ensuring that every child is connected to a family member through Family Finding.
- Effective team player
- Ability to work with a culturally diverse population.
- Ability to advocate assertively for children and families.
- Conflict resolution and crisis intervention.
- Ability to prioritize and organize needed tasks to be successful in the position.
- Ability to make independent decisions through application of common sense, data, and knowledge through training and education.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc.) and navigate various electronic databases. Sufficient typing skills required.

- Strong ability to lead, organize, and plan.

RESOURCES FOR WHICH ACCOUNTABLE

Responsible for locating placements for all children and youth served by St. Louis Partners.

EMPLOYEE NAME	DATE
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HR REPRESENTATIVE	DATE
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