



JOB DESCRIPTION

Job Title: Foster Family Recruiter

Ministry: Good Shepherd Children and Family Services

Reports To: Director of Resource Development

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 goal of this position is to provide recruitment for new foster and adoptive families and to assist in the training, assessment and support of new and existing resource families. This includes the recruitment of Treatment Foster Families and families willing to care for children with elevated needs. The primary focus is on creating safe, nurturing and stable families for children in the foster care system in Missouri. 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.

OVERVIEW & RESPONSIBILITIES

General Recruitment

- Developing and implementing the annual recruitment plan.
- Guiding the development of recruitment materials and coordinating the use and distribution of such materials.
- Representing the agency and St. Louis Partners at community events and workgroups focused on foster care and adoption.
- Arranging and facilitating informational meetings in cooperation with St. Louis Partners.
- Coordinate Good Shepherd Children and Family Services efforts in using major media to promote the recruitment of foster and adoptive homes and work closely with St. Louis Partners in doing the same.
- 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 within one business day 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.
- Maintain a tracking tool of all inquiries with source of the referral and outcome to inform the annual recruitment plan.
- Network with other community agencies to enhance collaborative recruitment efforts.
- Compile monthly and annual reports documenting recruitment and retention efforts. Provide ongoing evaluation of the effectiveness of recruitment efforts.
- Coordinate pre-service and in-service training as needed in cooperation with St. Louis Partners
- Assist the family development specialists in facilitating the matching process between Good Shepherd families and children in need.
- Keep abreast of agency, local, state and federal policy and practice related to foster care and adoption.
- Monitor and support families through regular phone contacts, home visits and other activities. Act as a liaison for foster and adoptive parents and provide crisis intervention services as needed.
- Conduct child-specific recruitment as required.

Faith Based Recruitment

- Increase the number of churches involved in some capacity with foster care.
- Recruit new Ambassadors from different churches within the Catholic Church.
- Assist in planning and attend regular trainings for Ambassadors.
- Develop a Marketing and recruitment techniques plan that would best fit the faith based community.
- Educate congregations about this great need and allow God to place the burden of foster care and adoption on their hearts.
- Increase the number of families inquiring about foster care and adoption and increase the number of licensed foster and adoptive families recruited from within the faith based community.
- Coordinate mailing out applications and following up with newly recruited foster and adoptive families.
- Refer families interested in make a difference to the appropriate resource (i.e. mentoring, volunteers, foster/adoptive families, etc)
- Participate in community groups related to foster parent recruitment and retention as well as faith based recruitment as available.
- Track data related to the success of faith based recruitment and engagement and report to Program Directors and senior team.

Support

- Provide support to resource families as needed throughout the licensure process in coordination with resource development staff.
- Act as a liaison or advocate for foster and adoptive parents with the placing agency as needed.
- Provide support to resource families as needed throughout the placement process in coordination with case managers and resource development staff.
- Provide placement stability services as needed to resource families.
- Coordinate efforts related to Service Teams and support of foster families from churches.
- Assist Good Shepherd and St. Louis Partners in coordinating appreciation and support events for foster and adoptive families that may include a regular newsletter or online/in person support group.
- Assist in coordination of quarterly Foster Parent Advisory Board for St. Louis Partners
- Conduct satisfaction surveys of families at least annually
- Ensure the website for Good Shepherd and St. Louis Partners has current and relevant information for prospective foster or adoptive parents.

Training

- Facilitate pre-service and in-service training for foster families as needed
- Ensure all training modules are current and up to date according to COA, CD licensing regulations, Child Welfare Manual and current research
- Develop an annual training plan and coordinate implementation of the plan in cooperation with St. Louis Partners
- Assist in the standardization of training manuals across trainers utilizing the most effective materials and best practice guidelines

General

- 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, attending staff meetings as deemed appropriate by Program management.
- 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
- Attend training to enhance competencies related to job position and ensure all required job related knowledge is acquired.
- As the job requires some travel in the community, maintain a valid driver's license with reliable access to an automobile and valid automobile insurance.
- Perform other duties as assigned.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

A Bachelors or Master's degree in social work or related field is preferred. At least 2 years' experience in the fields of foster care and /or adoption. Public Speaking experience. Knowledge about the foster care and adoption programs within the state of Missouri.

SKILLS & COMPETENCIES REQUIRED

- Excellent verbal and written communication skills.
- Strong creative skills and the ability to produce flyers and informational materials.
- High comfort level utilizing a variety of social media platforms and mass communication systems
- Demonstrated ability to motivate and inspire others to serve.
- Excellent public speaking skills and ability to effectively present information and respond to questions from groups of managers, public groups and/or clients.
- Ability to establish and maintain effective working relationships within a team and network with other community agencies.
- Ability to work non-traditional work hours including evening and week-ends as needed.
- Independently arrange a weekly work schedule not to exceed 40 hours to accommodate needs of the position.
- Strong ability to lead, organize and plan and the 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 gained through training and education.
- Ability to work with a culturally diverse population.
- Effective team player
- Non-judgmental attitude.
- Excellent assessment skills, conflict resolution and crisis intervention.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases. Sufficient typing skills required.

RESOURCES FOR WHICH ACCOUNTABLE

Recruitment materials created for Good Shepherd and St. Louis Partners. Annual recruitment budget.

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE