



## **JOB DESCRIPTION**

**Job Title:** Family Development Specialist

**Ministry:** Good Shepherd Children & Family Services

**Reports To:** Resource Development Supervisor

**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 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.

## **OVERVIEW & RESPONSIBILITIES**

### *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 staffings, and other case specific meetings.

## *GENERAL*

- Maintain case records according to agency, Children Division, licensing and COA standards which includes documentation of all client 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.

## **OVERVIEW & RESPONSIBILITIES continued**

- 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.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Develop rapport and work effectively with families of diverse backgrounds. Maintain professional relationships and communicate effectively with CD staff, court representatives, resource families and service providers. Ability to confront issues with clients in a professional manner. Demonstrate an ability to support and advocate for families throughout the entire process from initiating an application, accepting placement, to terminating their license. Ability to work in partnership with other team members, agency staff and clients.

## **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 clients.
- Commitment to ensuring that every child is connected to a family.
- Effective team player
- Non-judgmental attitude.
- Excellent assessment skills, conflict resolution and crisis intervention skills.
- Ability to work with a culturally diverse population.
- Ability to advocate assertively for children and their families.
- Flexible schedule including availability on the evenings and weekends according to client's needs.
- Independently arrange a weekly work schedule not to exceed 40 hours to accommodate clients' and agency needs.
- 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.
- 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.
- Engage hostile, angry, non-compliant or disgruntled families in order to achieve success in completing a home study and maintaining placement of a child.
- Understanding the unique needs of each type of client served i.e. foster, adoptive, kinship/relative.
- Ability to problem solve and utilize creative solutions in addressing behavioral concerns in a resource home.

## **RESOURCES FOR WHICH ACCOUNTABLE**

The worker will maintain a caseload of approximately 40 families and/or children who need permanent work.

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EMPLOYEE NAME

DATE

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HR REPRESENTATIVE

DATE