



JOB DESCRIPTION

Job Title: Treatment Foster Care Recruitment Coordinator

Ministry: Good Shepherd Children and Family Services

Reports To: Director of Treatment Foster Care

Date: 7/01/2025

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 Treatment Foster Care families for both the Good Shepherd Children and Family Services and Marygrove TFC programs and to assist in the training, assessment and support of new and existing resource families. The primary focus is on creating safe, nurturing and stable families for children in the foster care system in Missouri with significant emotional and behavioral needs that require a higher level of care. 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 to include general recruitment strategies as well as targeted recruitment strategies.
- Guiding the development of recruitment materials and coordinating the use and distribution of such materials.
- Representing both ministries and their programs at community events and workgroups focused on treatment foster care.
- Arranging and facilitating informational meetings to recruit Treatment Foster Care families.
- Coordinate Good Shepherd Children and Family Services and Marygrove's efforts in using major media to promote the recruitment of treatment foster homes.



- Educate potential applicants about the needs of children in foster care and the opportunities to become a foster, adoptive or respite family for children with elevated needs.
- Respond to inquiries from new families interested in foster care, adoption or respite care within one business day and screen families for further development as a treatment foster home. Assist families that do not meet the TFC program needs by referring them to other agency programs that can meet their needs or to other community programs that can assist them.
- Maintain a tracking tool of all inquiries with source of the referral and outcome to inform the annual recruitment plan and to report on activities related to the TFC Capacity Building Services contract.
- 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.
- 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.

Faith Based Recruitment

- Increase the number of churches involved in some capacity with foster care.
- Develop marketing and recruitment strategies that would best fit the faith based community.
- Educate congregations about this great need and allow God to place the burden of foster care on their hearts.
- Increase the number of families inquiring about treatment foster care and increase the number of licensed treatment foster care families recruited from within the faith based community.
- Refer families interested in making 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 provide regular reports.

Support

- Provide support to resource families as needed throughout the licensure process in coordination with assigned resource development staff.



A MINISTRY OF CATHOLIC CHARITIES

- Assist the Treatment Foster Care teams in coordinating appreciation and support events for foster families that may include a regular newsletter or online/in person support group.
- Conduct satisfaction surveys of treatment foster care families at least annually
- Facilitate pre-service and in-service training for foster families as needed as well as on-going support groups/meetings
- Develop an annual training plan and coordinate implementation of the plan in cooperation with the Treatment Foster Care teams.

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 Treatment Foster Care teams, 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 Bachelor's or Master's degree in social work or related field is preferred but not required.
- At least 2 years' experience in the fields of foster care and/or behavioral health or lived experience in foster care or as a foster parent.
- Public Speaking experience.
- Knowledge about the child welfare system within the state of Missouri.

SKILLS REQUIRED FOR SUCCESS IN JOB

- Ability to work collaboratively
- 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.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases. Sufficient typing skills required.

PREFERRED QUALIFICATIONS

N/A

RESOURCES FOR WHICH ACCOUNTABLE

Recruitment materials created for Good Shepherd Children and Family Services and Marygrove Treatment Foster Care. Annual recruitment budget.

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE