



Renewed Horizon Job Description

Name:

Title: Foster Care Specialist

Department: Foster Care

Supervisor: Director of Foster Care Services

Position Description

The Foster Care Specialist is responsible for direct support of kinship, relative, or licensed foster homes and the child(ren) placed in their care. The specialist is not responsible for placement matching. The specialist will work closely with Licensing Intake and Training Coordinator to assist with and ensure proper completion, submission, and maintenance of client forms for files.

Role and Responsibilities

- Serve as a Foster Care Specialist
- Represent agency and families at various meetings
- Assist with foster home licensing needs
- Other duties as assigned

Job Duties

1) Serve as a Foster Care Specialist

- Will complete intakes and support plans for placements.
- Will support licensed or kinship/relative homes through:
 - Minimum of one (1) monthly face to face visits
 - Help locate and provide resources to support the child(ren) in the home to meet their identified needs such as:
 - Educational Services
 - Medical/Dental/Vision Services
 - Therapy Services
 - Daycare Services
 - Other needs as identified
- Will be available to families via phone, text, and email and participate in a weekly 24/7 program on-call rotation.
- Will help with crisis resolution.
- Will work in collaboration with other service providers such as DHHS.
- Will support children and youth placed in licensed or kinship/relative homes.

- Will assess and advocate for the needs of children and families to prevent disruptions.
- Will act as a liaison to the foster home and other providers on the placements team.
- Will provide coverage of families for other FCS if needed.
- Will complete and provide professional and timely required documentation to Supervisor:
 - Case notes
 - Monthly reports
 - Support plans
 - Other documentation as identified/needed

2) Represent agency and families at various meetings

- Specialist will attend all team meetings in person/virtually/by phone
- Specialist will attend court hearings
- Specialist will participate in calls with DHHS regarding any family disruptions, concerns, discrepancies, placement staffing, or other compliance related issues.

3) Assist with licensing needs

- Will assist with completion of home studies and other foster home licensing paperwork as needed
- Will scan and upload electronic files for their youth and families as deemed by the Director of Foster Care Services.
 - Case notes
 - Monthly home visit documentation
 - Support plans
 - Foster parent documentation
 - Other documentation to be kept in a file per DHHS regs

4) Other duties as assigned

- Minimal transport of child(ren)
- Obtain 20 hours of ongoing training per year
- Be trained in fingerprint rolling

Educational Requirements, Qualifications, and Preferred Skills

The Foster Care Specialist must have the following:

- Bachelor's degree in Human Services, Education, or in a related field with experience delivering foster care related services: or;
- High School Diploma with related lived or worked experience.
- Must pass a local and DMV background check.
- Must have a valid driver's license.
- Strong client service skills, computer skills and a strong work ethic

- Flexible work hours; being able to work mornings, evenings and weekends

The Foster Care Specialist must have the following:

- Excellent organizational and planning skills
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to prioritize multiple projects and work under pressure
- Demonstrate problem-solving and communication skills
- Professional presentation, appearance and work ethic
- Proficient in Excel, Outlook and Word
- Ability to learn and navigate State portals
- Ability to work independently as well as with a team

Pay Agreement

I _____ have accepted the position of Foster Care Specialist on _____ at the hourly rate of _____. This rate will be evaluated yearly as part of the employee review process.

Responsibility to Agency

The Foster Care Specialist will maintain a high level of confidentiality both internal and external. Will show a high level of professionalism with external entities as well as internal staff. It will be the responsibility of the Foster Care Specialist I to help maintain a positive direction for the agency and the supported programs in relation to current and new programs.

This contract will be reviewed and renewed on an annual basis after initiation: _____

Notice of Resignation: 30 day notice

Please review and returned signed within 15 business days

Employee: _____

Date: _____

Supervisor: _____

Date: _____