



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 will work closely with compliance to ensure proper completion, submission, and maintenance of client forms for files.

Responsible for implementing new processes for services across all Family Support Services.

Role and Responsibilities

- Serve as a Foster Care Specialist
- Represent agency and families at various meetings
- Other duties as assigned

Job Duties

1) Serve as a Foster Care Specialist

- Will support licensed or kinship/relative homes through:
 - Minimum of one (1) monthly face to face visits
 - Provide in person/virtual training for families
 - 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 24/7 via phone, text, and email
- 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.
- Will provide coverage of families if needed.

- Will complete and provide required documentation to the Foster Care Supervisor or Director of Compliance.
 - Monthly home visit documentation
 - Foster parent documentation
 - Monthly reports
 - Case notes
 - 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) Other duties as assigned

- Will help to create and implement trainings to families
- Minimal transport of child(ren)
- Will become trained in fingerprint rolling
- Obtain 20 hours of ongoing training per year

Educational Requirements, Qualifications, and Preferred Skills

The Foster Care Specialist must have the following:

- Bachelor's degree in Human Services, Education, or a closely related field: or;
- Bachelor's degree in a related field with experience delivering foster care related services: or;
- High School Diploma or GED and at least five (5) years of job related or lived experience to be the equivalent of a Bachelor's Degree for the performance of Agency Supported Foster Care duties may be considered.
- 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

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 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: _____