

Epworth Village, Inc.

York, Ne

Job Description

Name:

Title: Foster Care Specialist

Department: Foster Care

Supervisor: Foster Care Program Director

Position Description: The Foster Care Specialist will be employed by Epworth Village, Inc. and will report to the Foster Care Program Director. This individual will be responsible for the retention of foster parents, including but is not limited to home visits, relationship building, training and licensing; also responsible for supporting and encouraging foster parents in their development of relationships with biological families.

A. Responsibilities

- Supervise Foster Homes
- Support foster child placements
- Participate in monthly team meetings
- Help to support foster homes in completing licensing requirements
- Create/implement ongoing training with foster homes and placements
- Other duties as assigned
- Agency commitments

B. Job Duties

Supervise Foster Home

1. Complete evaluations within outlined timeframes
2. Respond to requests for information from outside the agency and maintain complete, confidential family and client files.
3. Review and submission of foster parent documentation to CFSS on a monthly basis.
4. Input any required information into utilization database
5. Provide required reports/spreadsheets within due dates.
6. Be available to foster homes Monday –Friday 8:00am to 5:00pm to support placements, be available for foster parents to report incidents that occur within the home, crisis management, and other possible phone calls.
7. Develop and implement corrective action plans to address foster parent skill areas needing further development.

Support Foster Child Placements

1. Guide and instruct foster parents in addressing behavioral or other problems within the home.
2. Advocate for the child ensuring all physical and emotional needs are met
3. Provide supervision, when required, for visits between child and his or her biological family members.
4. Provide transportation of children in the absence of the foster parents.
5. Supervise the development of independent living skills, when applicable.

6. Make recommendations for the termination of foster parents from the program.

Participate in monthly team meetings

1. Facilitate communication of pertinent information between foster parents, the NDHHS Child and Family Services Specialists, and other service providers for the children.
2. Participate in planning and presentation of monthly support meetings for foster parents.
3. Participate in staffings regarding the children in care
4. Network with other foster care service providers and attend foster care related meetings in the community as appropriate and assigned.

Creating healthy, professional relationships with families

1. Visit foster homes a minimum of once a month to support the foster parents and develop and supervise implementation of behavioral interventions.
2. Have weekly contact with the foster parents to support and document foster home and foster child activities.
3. Develop treatment plans for children and reinforce and support foster parent efforts to carry out the treatment plan and intervention strategies.
4. Ensure foster parents are maintaining appropriate relationships and therapeutic environments for children in the home.
5. Monitor ongoing training for foster parents (12 hours per year).

Recruitment of foster homes

1. Conduct parent training following the PSMAPP model.
2. Oversee background checks, police checks, CPS checks, APS checks, and sex offender checks necessary for foster care licensure.
3. Conduct pre-assessment interviews with potential foster parents.
4. Maintain files on each child and foster families in the program which includes identifying historical and ongoing progress information

Other duties as assigned

1. Complete monthly progress reports on each child in foster care.
2. Complete periodic progress notes on foster families, which include assessment of their strengths and limitations.
3. Complete incident reports on behavioral, psychiatric, medical, or other emergencies with foster children or families.
4. Seek guidance, as necessary in handling difficult situations and establishing priorities for day to day workloads.
5. Work to build positive, productive relationships with other staff.
6. Maintain positive, supportive relationships with foster families in the program.
7. Participate in rotation for On-Call duties
8. Attend Classes, seminars and other training opportunities that will foster individual development and professional growth.
9. Complete 15 hours of approved ongoing training each calendar year with the number of hours being prorated during the first year of employment.
10. Receive specific training and pass specified exams First Aid and CPR within the first six months of employment or first opportunity thereafter.

11. Review and approve all home studies as written by Foster Care Licensing and Training Coordinator in the agency.
12. All other duties as assigned

C. Position Qualifications

The Foster Care Specialist shall have a Bachelor's degree in social work, human services, or closely related field. The Foster Care Specialist must also possess strong relationship skills, organizational, and communication skills and have the ability to work with both internal and external teams and community partners. The Foster Care Specialist shall also have the ability to motivate a wide range of current and potential resource families and community members.

In addition, the Foster Care Specialist shall possess the following qualifications:

- Possess a genuine interest in youth and families.
- Knowledge and understanding of attachment, grief and loss, and abuse and neglect as it relates to children in foster care.
- Possess a basic understanding of the child welfare/NDHHS system
- Knowledge of resources within the community
- Ability to provide on call emergency intervention to foster families in crisis situations including assessing safely and making immediate recommendations regarding appropriate interventions.
- Ability to exercise discretion and make independent decisions regarding the best interest of children and foster families
- A sensitivity to the cultural and socioeconomic characteristics of the clients and families Epworth Village, Inc. serves
- Excellent computer skills
- Must possess reliable transportation
- Have a valid NE driver's license and proof of liability insurance
- Must possess a good driving record with fewer than three points assessed against that license within the last two years
- Successfully complete CPR, First Aid and Crisis intervention including self-protection techniques.

Revised: June 2019

Notice of Resignation: Thirty day written notice

Employee: _____

Date: _____

Supervisor: _____

Date: _____

