



Foster & Adoptive Care Coalition

FOR EVERY CHILD... A PLACE TO CALL HOME

Position Title: 30 Days to Family® Specialist **Updated by:** Jo Anne Zarky

Department: Recruitment **Updated:** 4/22/2019

Reports to: Director of 30 Days to Family® **HR Dept. Approval:** 4/23/19

For Compensation Use Only

FLSA STATUS: **Full Time - Exempt**

SUMMARY OF POSITION:

30 Days to Family® is a short term intervention to expand efforts to find safe, appropriate relative supports for children entering foster care. One goal of the program is to assist in meeting the 2008 Fostering Connections to Success and Increasing Adoptions Act's 30-day standard of notifying a child's adult relatives of their option to participate in the care and placement of the child. The initial search is for non-offending parents and grandparents, but the goal is that at least 80 additional relatives will be identified and explored. Because foster care placements can be fragile, the goal is to identify multiple relatives or kin as potential placement providers. Maternal and paternal relatives are explored with equal interest. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with friends and supportive adults. Once the placement provider is identified, family support interventions provided include, assessment of child and family needs, identification of family and community resources, assistance in eliminating barriers to placement with relatives, and creating a network of support services that are documented in a Roadmap to Family.

ESSENTIAL PHILOSOPHIES:

All candidates for the 30 Days to Family® must demonstrate their commitment to the following program philosophies:

- Children deserve to be with their family
- Family takes care of family
- All families include members who are willing and able to care for children
- Families are the expert and may need help discovering and organizing the strengths that are there
- Relatives have a right to know family exists
- Everyone has something to contribute

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Assist the case manager and court officials with meeting the Fostering Connections to Success Act, applicable Missouri statutes, and Missouri Children's Division policy in regards to relative/kin notification and placement
- Assist in collecting information from relatives/kin to expand the child's support system and family connections, while identifying potential relative home providers
- Identify and document at least 80 relatives/kin for each child through Family Finding search activities, including: internet & database searches, Children's Division and Juvenile Court case file reviews, and child & family interviews
- Facilitate communication with the team and provide the referring agencies with accurate family documentation, including

- detailed genograms, family contact information, and identified family supports
- Participate in court hearings, external and internal meetings and/or individual professional consultations. The majority of these meetings must be attended in person
 - Navigate various software packages to obtain, collect, and track program outcome data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition
 - Complete assessments on the child and family functioning upon case referral and case closure to measure the success and outcomes of the program
 - Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements
 - Submit detailed activity notes and documentation of all case related billing activities in accordance with funding requirements as required by the funder and/or the Foster & Adoptive Care Coalition
 - Complete monthly billing sheets timely, accurately and in accordance with funding requirements as required by the funder and/or the Foster & Adoptive Care Coalition
 - Maintain accurate files and records for each client
 - Understanding of, or ability to learn, Genopro

DEPARTMENT SPECIFIC/NON-ESSENTIAL FUNCTIONS:

- Answer and respond to phone calls, emails, and inquiries regarding the Coalition and/or 30 Days to Family® Program
- Complete assigned office tasks
- Complete ongoing education and training as approved by or assigned by supervisor
- Other duties as assigned
- Participate in agency functions, and activities as required

MINIMUM REQUIREMENTS:

Education:

Bachelor's Degree in a Social Service or Related Field

Experience:

- Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles. Direct experience in the child welfare field with knowledge of foster care and adoption. Experience in resource parent licensing strongly preferred.

Preferred Skills/Qualifications:

- Demonstrated commitment to the above essential philosophies
- Ability to work outside of a "business as usual" model, including:
 - a "relentless" search for family
 - vigorous search for and engagement of fathers
 - a strength-based approach to engaging family members in a problem-solving process to identify and organize their collective resources to support relative placement
- Excellent written and verbal communication
- Strong organizational skills and superior time management
- Professional maturity to work independently, while also engaging with peers and supervisory staff
- Superior advocacy skills
- Experience in team persuasion and facilitation, including conflict resolution and negotiation
- Ability to present accurate, timely reporting and closing documents
- Adaptability and flexibility
- Ability and comfort working with diverse populations in various environments
- Navigate various software packages to obtain, collect, and track program outcome data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition

- Car and valid driver's license and insurance required
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition
- Acts in a professional manner at all times and maintains appropriate boundaries with children, families and staff
- Demonstrates accountability for results and keeps commitments to others

Organizational Relationships/Scope:

This position reports to the Director of 30 Days to Family®. Collaborative consultation will be sought from all program teams, including but not limited to Educational Advocacy, Extreme Recruitment, 30 Days to Family, 30 Days to Lifelong Connections, and Family Works.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate effectively. The physical requirements of this job includes: sitting, standing, walking, climbing stairs; lifting up to 25 lbs., pulling and/or pushing on occasion.

Working Conditions:

This position entails work in the community and office. **This position requires use of car for local travel to multiple sites, client homes, and other community organizations.** The Coalition office is considered home-base. Primary work schedule occurs Monday-Friday 9 AM-5PM. Some early morning, evening, and occasional weekend hours may be necessary.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for a 30 Days to Family Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Printed Employee Name _____

Date _____

Employee Signature _____

Foster and Adoptive Care Coalition is an Equal Opportunity Employer

