Job Description

POSITION TITLE: Families United Specialist & Training Coordinator
PREPARED BY: Summer Renne

DEPARTMENT: Recruitment
UPDATED: 1/28/2020

REPORTS TO: Director of Families United
HR DEPT. APPROVAL: 1/29/2020

For Compensation Use Only
FLSA STATUS: Full Time - Exempt

Summary of Position: The Families United Specialist provides training, assessment, and support to prospective and current relative foster care providers. This position assists relative foster and adoptive parents in navigating the child welfare system. Advocating for the application of child welfare law and policy as it relates to individual cases is one of the primary focus of the position. Additionally, this position recognizes the unique experiences relative caregivers encounter and seeks to provide an empathetic and confidential outlet for them. Assistance will be given in-home, in the community, and over the phone. This position will also be responsible for completing relative foster care home studies and conducting pre-service and in-service trainings.

While the primary focus is on supporting relatives through the licensing process, there are a portion of tasks that are related to training coordination. Administrative support to various trainings offered at the Foster & Adoptive Care Coalition may include, but is not limited to: registration of adults and children, preparing and distributing participant certificates, training material preparation, information entry/update into client management system, and clear communication with other training staff to ensure the needs of participants and staff are met prior to, during, and after service delivery. Some facilitation and co-facilitation of trainings and support groups is required. Flexibility in prioritizing workflow to meet the needs of relative pre- and post-licensing support is essential.

Program Outcomes:
- Provide one on one care coordination for up to five relative placement providers
- Complete licensing assistance to ensure relatives are licensed within the 90-day timeframe
- 70% of children served by Families United will achieve placement stability, as measured by documentation that they remain in the kinship home or move to a more stable living situation
- 60 children placed in Families United relative homes (team goal)

Essential Functions & Responsibilities:
- Knowledge of and ability to educate families about the unique issues surrounding foster care, adoption and guardianship, child development, loss, grief, attachment, and trauma.
- Proactively engage families via phone, email, and/or face to face visits to provide wraparound services and supports
within the community through the pre- and post-licensing process.

- Complete thorough and professional documentation.
- Complete home assessments utilizing the SAFE model.
- Maintain at least once weekly communication with each family in the training cohort, either through phone call, email, or face to face visits to provide additional training resources and support.
- Build and maintain positive relationships with partner agencies while communicating family needs and adhering to Coalition and partner agency policy and procedures.
- Conduct STARS Training for the Caregiver that Knows the Child.
- Co-facilitate National Child Traumatic Stress Network training.
- Coordinate, evaluate, and adjust the Coalition’s training and support programs as necessary.
- Identify and prepare relevant topics for co-facilitation during monthly foster/adopt parent support groups.
- Complete administrative tasks to ensure successful planning, implementation, and tracking of Coalition training and support groups.
- Participate in team and agency meetings and/or individual professional consultations. Majority of these meetings should be attended in person.
- Navigate and use various software packages to obtain, collect, and track program data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition.
- Keep work calendar current and maintain up to date case records.
- Complete internal referrals to agency services such as Family Works, Little Wishes, training opportunities, support groups, etc.
- Respond to communication from families and professionals in a timely manner.
- Visit with the family in-home or in the community to address concerns that relate to placement stability.
- Follow procedures for meeting with, calling, and consulting supervisor.
- Effectively solicit information from callers and provide appropriate guidance to direct families through case-based advocacy situations.
- Understand Missouri Children’s Division policy and have a high comfort level navigating their policy manual.

**Minimum Requirements:**

**Education:** Bachelor’s Degree in Social Work or related field

**Experience:** Demonstrated experience working with foster care licensing

**Preferred Skills/Qualifications:**

- STARS Train the Trainer certified
- SAFE trained
- National Child Traumatic Stress Network certified trainer
- Strong organization
- Superior time management
- Team facilitation
- Conflict resolution and negotiation
- Adaptation and flexibility
- Ability and comfort working with diverse populations in various environments
- Possess a deep knowledge of outside supports and resources
- Basic knowledge of Microsoft Office programs
- Automobile, automobile insurance, and valid driver’s license required

**Department Specific/Non-Essential Functions:**

- Answer and respond to phone calls, emails, and inquiries regarding the Coalition and/or Family Support services.
Complete ongoing education and training as approved by or assigned by supervisor.

- Support other agency program staff as necessary to meet agency goals
- Other duties as assigned with or without accommodation

**Additional Skills/Competencies necessary to carry out services to the service population’s culture and socio-economic characteristics:**

- Must be able to provide own transportation and ability to drive within the Metro St. Louis Area and surrounding areas.
- Ability and willingness to transport children and/or families occasionally.
- Must be able to provide services in a variety of settings (i.e. office, family homes, and in the community) and cope with a variety of circumstances within those settings (i.e. pets, distractions, conditions that differ from one’s own environment).
- Must be able to provide services in an inclusive and values neutral fashion.
- 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.

**Working Conditions:** This position entails work in the community and office. Use of automobile for local travel to multiple sites including client homes and other community organizations is required. The Coalition office is considered home-base with primary office hours Monday-Friday 8 AM – 5:00 PM. This position requires flexibility to meet the needs of family and the agency training schedule. Evening and weekend hours are required to meet the expectations of this position.

**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.

**Agency Shared Valued:** Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be hear.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone’s unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.
**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 Family United Specialist & Training Coordinator. 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_