Summary of Position: The Family Development Specialist works with individuals interested in becoming a Missouri licensed foster parent in the St. Louis region. The specialist will guide individuals through the licensing process by assisting with required paperwork, completing home visits, and ultimately completing a SAFE home study for each assigned family. The Specialist will also co-train the STARS curriculum for in-process parents throughout the year.

The specialist will be responsible for supporting up to 40 families in various stages of licensure with the goal of keeping families engaged and supported throughout their fostering experience. Once licensed, families are supported by the Family Development Specialist for their first two years of fostering to ensure they receive the education and support needed to succeed. The goal of this ongoing support is to increase placement stability while the children they are caring for work toward permanency.

Program Outcomes: The Family Development Specialist will work as a member of a team to meet the following goals:
- 50% of families referred to the team will be licensed
- 50 families will be licensed each year
- 85% of licensed families receive a placement within 3 months of licensure

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 support 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.
- Conduct STARS training.
- 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
• Respond to communication from families and professionals in a timely manner.
• Provide wraparound services by cultivating and networking with resource and referral services and supports within the community. Link children and families to such services and supports.
• 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
- 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 Development 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**