



Foster & Adoptive Care Coalition

FOR EVERY CHILD... A PLACE TO CALL HOME

Position Title: Family Works Specialist

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Department: Support

Date: 02/24/2020

Reports to: Director of Family Support

HR Dept. Approval:

For Compensation Use Only

FLSA STATUS: Exempt

Summary of Position: The Family Works Program is an in-home parenting support intervention intended to stabilize and enhance foster, pre and post-adoptive or guardianship homes that are at risk of disruption due to the family's depleted capacity to meet the often exhaustive challenges of parenting children who have been impacted by maltreatment, abuse and neglect.

Specialists are master level individuals who work with advanced training, understanding and practice in the features of complex, developmental/relational trauma, neurobiological impact of trauma on child development, intersubjective and co-regulated relationships and attachment-based interventions to address the complexities that have created barriers to healthy family and individual functioning. Enrolled families have access to 24/7 support and coaching, as needed.

The 18-20 week program is focused on increasing the caregiver's capacity to understand, wholly accept and effectively respond to the behavioral challenges presented by children and youth, behaviors which in the past had been necessary for their physical and emotional safety and survival. Through this program, caregivers are provided support, skills, validation and psychoeducation in order to remain open and engaged to youth, even during challenging behaviors, thereby creating a safe haven for growth and healing to begin.

The program closely follows the principals of Dyadic Developmental Psychotherapy (DDP) and uses the strategies and techniques to help the families stabilize and further support the children and youth to develop greater relational skills, increase their sense of personal safety and security, begin to resolve developmental trauma and facilitate new relationships.

The Outcomes of the Family Works Program seek to improve family relationships, increase parental self-efficacy, improve family functioning and have children remain in the home or move to a more stable living situation. To support these outcomes, caregivers and the assigned Specialist select among the DDP goals that best fit their individual situation and needs, and may include:

- The Resolution of Early Losses
- Develop Increased Trust through Safe Relationships

- Increase Modulation of Affect
- Development of Internal Control
- Development of Reciprocal Relationships
- Learning Appropriate Responses to External Structures, Societal Expectations, and Rules
- Correcting Distorted Thinking Patterns through the Use of Co-Narratives
- Develop Self-Respect

Projected Outcomes:

- 80% of children will remain in their home or move to a more stable living situation
- 70% of parents have knowledge, skills, and support for positive parenting (measured by the Brief Parental Self-Efficacy Scale)

Essential Functions & Responsibilities:

- Utilize knowledge of complex-developmental trauma and attachment-based strategies to educate parents and caregivers about the unique issues surrounding adoption and guardianship, child development, loss, grief, attachment, and trauma
- Identify, collaborate with, and refer to collateral service providers
- Respond to families in crisis situations in an urgent and timely manner
- Provide face-to-face child and family interventions
- Partner with families to identify and establish attainable goals and support families to achieve their goals
- 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. This includes but is not limited to Salesforce.
- Provide wraparound services by cultivating and networking with resource and referral services and supports within the community (i.e. after school programs, family court, summer camps, therapy services). Link children and families to such services and supports
- Request and review psychological, medical, educational, legal and social service records as they relate to supporting the child and family to reach the goals
- Attend and actively participate in meetings as it relates to supporting the child and family to reach the identified goal(s). Majority of meetings should be attended in person.
- Respect and demonstrate understanding for differences including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability and socioeconomic status.
- Receptive and responsive to training, coaching, supervision, and feedback; works well in team setting.
- Respond to communication from families and professionals in a timely manner.
- Visit with the child and family in-home or in the community to address concerns that relate to placement stability.
- Participate in team and agency meetings and/or individual professional consultations. Majority of these meetings should be attended in person.
- Complete monthly billing sheets, accurately and timely
- Complete thorough, professional, and timely documentation (i.e. intake forms, assessment, progress and activity notes, progress maintenance plans and closing summaries)
- Follow procedures for meeting with, calling, and consulting supervisor
- Complete internal referrals to agency services such Educational Advocacy, Little Wishes, trainings, and support groups, etc.

Minimum Requirements:

Education: Master's Degree in Counseling, Social Work or a related field; LMSW, LCSW, PLPC, or LPC preferred

Experience: 2 Years of experience in the field with direct client service contact

Preferred Skills/Qualifications:

- Knowledge of developmental trauma, attachment-based interventions and normative child development
- Knowledge of general child welfare best practices, policies, laws and procedures
- Ability to successfully engage families and support them during times of crisis
- Ability to build rapport and relationship with children and families during face-to-face meetings and phone contact
- Ability to critically assess family and relational functioning in a strengths-based manner
- Ability to assess risk and develop comprehensive safety plans
- Ability to communicate verbally and in writing with children, families and professionals
- Ability to collect and integrate relevant data and resources
- Ability to identify, work with, and refer to wraparound services and supports in the families' communities
- Ability to use typical office computer programs (i.e. Microsoft Outlook and Word), fax, copier and cell phone
- Car and valid driver's license and insurance required

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 to transport children and/or families occasionally.
- Must be able to provide services in a variety of settings (i.e. family homes, schools 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.
- Demonstrates accountability for results and keeps commitments to others.
- Must fulfill responsibility as a mandated reporter in the State of Missouri

Organizational Relationships/Scope: This position reports to the Director of Family Support. 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, Project SOAR, Families United, and Jones Program.

Working Conditions: This position entails work in the community and office. This position requires use of vehicle for local travel to client and relative homes, schools, court, and other community organizations. The Coalition office is considered home-base. Primary work schedule occurs Monday-Friday 8:30 AM – 4:30 PM. Some early morning, evening, and occasional weekend hours are necessary.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate effectively. The

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 heard.
- **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 Works Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, and any and all conditions described.

Printed Employee Name: _____ Date: _____

Employee Signature: _____

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