



Foster & Adoptive Care Coalition

FOR EVERY CHILD... A PLACE TO CALL HOME

Position Title: Adoption Specialist

Prepared by: Denise Kelley

Department: Recruitment

Updated: 07/16/2021

Reports to: Extreme Recruitment Supervisor

HR Dept. Approval: 7/16/2021

For Compensation Use Only

FLSA STATUS: Full Time - Exempt

Summary of Position: The Adoption Specialist is responsible for spearheading and expediting the adoption recruitment activities of the child welfare team. Extreme Recruitment® works exclusively with the hardest-to-place children: ages 10-18, sibling groups, children of color, and youth with emotional, developmental, or behavioral concerns. The position requires the recruiter to carry out all aspects of multi-faceted, child-specific adoption recruitment. Each case requires the Adoption Specialist to facilitate 12-20 weeks of team meetings with the goals of ensuring a system of supportive adults for at least 85% of youth, and identifying a permanent resource committed to adoption or guardianship for at least 70% of participating youth. Prior to the active recruitment phase of 12-20 weeks of weekly meetings, the Adoption Specialist will complete pre-work on the case. Pre-work may include beginning the recruiter's familiarization to the case history, building a relationship with youth(s) and placement provider, making recommendations regarding services that may be beneficial during active recruitment, as well as other activities. Once a permanency option is identified, the Adoption Specialist holds monthly team meetings until an adoption or guardianship is finalized. If an identified permanency resource disrupts, the Adoption Specialist may remain involved on the case doing monthly meetings to secure and support a second match.

Essential Functions & Responsibilities:

- 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.
- Participate in team and agency meetings and/or individual or group professional consultations. **Majority of these meetings should be attended in person—virtually during pandemic.**
- Keep work calendar current.
- Complete thorough and professional documentation (i.e. intake forms, progress activity notes, progress maintenance plans, assessments, profiles and closing summaries.)
- Complete internal referrals to agency services such Family Works, Little Wishes, training opportunities, and support groups, etc.
- Request, review, and analyze relevant documentation such as psychological evaluations, IEP documents, therapy reports, birth records, etc.
- Case Record Review: Mine the child's Children's Division, contracted case management, and court files for names, dates of birth, addresses, phone numbers, and other relevant identifying information of kin/relatives.

- Trauma and loss history is started from record review.
- **Assessment:** Ensure an initial assessment of adoption readiness is conducted initially and updated as the case progresses.
 - **Adoption Preparation:** Weekly review of the youth's current placement, mental health needs, physical health needs, adult relationships, peer relationships, and educational needs.
 - **Network Building:** Schedule and facilitate weekly or monthly meetings with youths' teams including: ER supervisor, case manager, case manager's supervisor, GAL, DJO, therapist, placement provider, etc. Majority of these meetings should be attended in person—**virtually during pandemic.**
 - **Recruitment Planning:** The plan is reviewed weekly, and focuses on:
 - a. Conducting a diligent search: 1) identifying at least 40 family members; 2) focusing on re-connecting youth with safe, appropriate kin; 3) facilitating meetings with family members to determine a permanency plan and formalize natural supports.
 - b. Carrying out child-specific recruitment: Explore relationships with former foster parents, teachers, mentors, neighbors, pastors, friends, and other community supports.
 - c. Performing targeted recruitment efforts by identifying populations that may be interested in adoption of the youth in question. Potential populations include those familiar with specific diagnoses, special interests, and cultural or religious affiliations.
 - d. Utilizing any untapped general recruitment strategies, such as the Heart Gallery, A Place to Call Home, A Child in Need, and various websites and newsletters.

Minimum Requirements:

Education: Bachelor's Degree in Social Work or related field

Experience: Demonstrated experience working with child welfare teams utilizing innovative strategies to overcome obstacles. Direct practice in foster care and adoption in the St. Louis area is preferred.

Preferred Skills/Qualifications:

- Good written and verbal communication
- Strong organization skills
- Superior time management
- Team facilitation
- Conflict resolution and negotiation
- Adaptation and flexibility
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs
- Understanding of, or ability to learn, Genopro
- Car and valid driver's license and insurance required.

Department Specific/Non-Essential Functions:

- Maintain accurate files and records for each client
- Answer and respond to phone calls, emails, and inquiries regarding the Coalition and/or Extreme Recruitment 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 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.
- 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 (**current working environment is virtual from home due to pandemic**). This position requires use of personal car for local travel to client and relative homes, schools, court, and other community organizations. This is a full-time position and the primary hours and days of work are Monday-Friday, 8:30 AM – 4:30 PM. Some early morning, evening, and occasional weekend hours may be necessary. This job operates in a professional office setting (1750 S. Brentwood Blvd, Suite 210, Saint Louis, MO), which is considered home-base when not performing field work.

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 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 an Adoption 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



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