



# FOSTER & ADOPTIVE CARE COALITION

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## FOR EVERY CHILD... A PLACE TO CALL HOME

### Family Development Specialist

<b>Department:</b>	General & Targeted Recruitment	<b>Date Prepared:</b>	02/16/2022
<b>Prepared by:</b>	Karen Alyasiry	<b>Reports to:</b>	Director of Traditional Licensing
<b>FSLA Status:</b>	Full-Time, Exempt		

### 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 is responsible for supporting 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.

These services are provided through partnering with the family in their home environment, in the offices of community partners, Foster and Adoptive Care Coalition office, and using virtual tools.

### Essential Functions & Responsibilities

- Educates families about the unique issues surrounding foster care, adoption and guardianship, child development, loss, grief, attachment, and trauma.
- Completes home assessments utilizing the SAFE model.
- Assists families in demonstrating compliance with foster home licensing standards.
- Conducts STARS training.
- Understands Missouri Children's Division policy and has a high comfort level navigating the policy manual.

**Address**  
1750 S Brentwood Blvd., Suite 210  
St. Louis, MO 63144

**Phone / Fax**  
Office: 800.FOSTER.3 (314.367.8373)  
Fax: 314.241.0715

**Website**  
[www.foster-adopt.org](http://www.foster-adopt.org)



- Completes internal referrals to agency services.
- Navigates and uses 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.
- Respects and demonstrates 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.
- Receives and responds to training, coaching, supervision, and feedback; works well in team setting.
- Responds to communication from families and professionals in a timely manner.
- Visits with the child and family in-home or in the community to address concerns that relate to placement stability. (virtually during pandemic restrictions)
- Participates in team and agency meetings and/or individual professional consultations. Majority of these meetings should be attended in person (virtually during pandemic restrictions).
- Completes thorough, professional, and timely documentation (i.e. intake forms, assessment, progress and activity notes, progress maintenance plans and closing summaries)
- Follows procedures for meeting with, calling, and consulting supervisor.
- Keeps work calendar current.
- Completes daily activity log.

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

- Other duties as assigned with or without accommodation.
- Supports the Coalition’s mission – attend special events, training events, and other “all hands on deck” activities

## **Qualifications & Requirements**

### **Education**

- Bachelor’s Degree in Social Work or related field

### **Experience**

- At least 2 years of experience navigating the child welfare system
- Working knowledge of foster home licensing

### **Preferred Skills / Qualifications**

- STARS Train the Trainer certified
- SAFE trained
- Strong organization
- Superior time management
- Team facilitation

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- 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
- Working knowledge of Microsoft Office programs
- Automobile, automobile insurance, and valid driver's license 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.
- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- This position requires a respect for the confidentiality of the children and families the organization serves.
- This position requires passing background checks (references, Family Care Safety Registry, Form 1-9, etc.).
- This position requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- 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.

### **Organizational Relationships/Scope**

- This position reports to the Director of Traditional Licensing. Collaborative consultation will be sought from all program teams.

### **Working Conditions**

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for external-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

- COVID-19 safety precautions outlined by the agency must be followed.
- This position entails work in the community and office.
- While performing the duties of this job, the employee is required to communicate effectively.

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- The physical requirements of this job includes: sitting, standing, walking, climbing stairs; lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobile for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8 AM – 5:00 PM.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

## **Agency Shared Values**

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 Acknowledgment**

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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<b>Printed Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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