



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Family Connection (Diligent Search) Specialist

Department:	Child Specific Recruitment	Date Prepared:	2/24/2022
Prepared by:	Jo Anne Zarky & Carlos Lopez	Reports to:	Director of Diligent Search
FSLA Status:	Full-Time, Exempt		

Summary of Position

The Diligent Search program is a short term intervention to expand efforts to find safe, appropriate, relative supports for children at various points of their time in foster care. The program goal is to assist foster care case management agencies in meeting the family finding requirements of the 2008 Fostering Connections to Success and Increasing the Adoptions Act. The Diligent Search Specialist's primary role is notification of a child's adult relatives of their option to participate in the care and placement of the child. This notification initially will begin with parents, siblings, and grandparents and will expand to include any identified family connection. Maternal and paternal family will be explored equally.

This program is in the developmental stage and will require a strong degree of flexibility and willingness to make necessary adjustments as necessary.

Essential Functions & Responsibilities

- Demonstrates a commitment to the following program philosophies:
 - Children deserve to be with their family
 - Family takes care of family
 - All families include members who are willing and able to care for children
 - Families are the expert and may need help discovering and organizing their strengths
 - Relatives have a right to know family exists
 - Everyone has something to contribute
- Meets all program outcomes.

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

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Office: 800.FOSTER.3 (314.367.8373)
Fax: 314.241.0715

Website
www.foster-adopt.org



- Ensures that the Fostering Connections to Success Act, applicable Missouri statutes, and Missouri Children’s Division policies are adhered.
- Assists in preparation of family for licensure, to include detailed information regarding all licensing expectations.
- Facilitates ongoing communication with referring agencies and appropriate team members with accurate family documentation, including detailed genograms, family contact information, and identified family supports and in a timely manner.
- Keeps work calendar up to date at all times.
- Submits detailed activity notes and documentation of all case related billing activities in accordance with funding requirements as required by the funder and/or the Foster & Adoptive Care Coalition.
- Completes daily activity log.
- 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 and Genopro.
- 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).
- Follow procedures for meeting with, calling, and consulting supervisor.

Department Specific / Non-Essential Functions

- Other duties as assigned with or without accommodation.
- Support 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

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Experience

- Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles. Direct experience in the child welfare field with knowledge of foster care and adoption. Working knowledge of resource parent licensing strongly preferred.

Preferred Skills / Qualifications

- Adaptability and flexibility
- Ability to work outside of a “business as usual” model, including:
 - A “relentless” search for family
 - Vigorous search for and engagement of fathers
 - A strength based approach to engaging family members
- Excellent written and verbal communication
- Strong organizational skills and superior time management
- Superior advocacy skills
- Experience in team facilitation, including conflict resolution and negotiation

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 and surrounding areas (when return to office/community work restrictions are lifted). Automobile insurance and valid driver’s license required.
- 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 report 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 Diligent Search. Collaborative consultation will be sought from all program teams.

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Working Conditions

Candidates are 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.
- 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.

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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.

Printed Employee Name:		Date:	
Employee Signature:			

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