



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Therapeutic Foster Care Specialist

Department:	General & Targeted Recruitment	Date Prepared:	02/22/2022
Prepared by:	Cisely Beard	Reports to:	Director of Therapeutic Foster Care
FSLA Status:	Full-Time, Exempt		

Summary of Position

Therapeutic Foster Care (TFC) is provided to youth who need a higher level of foster family setting to remain in the community. In the absence of a TFC home, the youth would be at risk of placement into a restrictive residential setting. While the Foster & Adoptive Care Coalition does not hold a TFC contract with the State of Missouri, the Coalition's Therapeutic Foster Care Specialist does work in collaboration with partner agencies that do in an effort to recruit, train, and retain quality homes.

The Therapeutic Foster Care Specialist provides training and assessment to prospective Therapeutic Foster Care parents. In addition to training, this position involves on-going support to families that have taken the Foster & Adoptive Care Coalition's Therapeutic Foster Care training. The Specialist also communicates and partners with licensed child placing agencies for the purpose of parent support and ultimately placement stability. This service is provided through partnering with the family in their home environment or where the family is most comfortable, for the purposes of evaluating and maintaining the needs of the child's placement.

Therapeutic Foster Care at the Foster & Adoptive Care Coalition is a developing program and requires the Specialist to remain open and engaged in on-going program evaluation and modification as determined.

Essential Functions & Responsibilities

- Educates individuals about the unique issues surrounding foster care, adoption and guardianship.
- Works with individuals and families to connect them to support services and resources in the community based on their individual need.

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

Phone / Fax
Office: 800.FOSTER.3 (314.367.8373)
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Website
www.foster-adopt.org



- Completes initial and on-going assessment of foster parent and TFC competencies.
- Maintains at least weekly communication with each family in the training cohort, either virtually, by phone or in person to provide additional training, resources and support.
- Conducts trainings after 5pm and weekends on a rotation.
- Completes daily activity log.
- Navigates 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.
- 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.
- 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.

Department Specific / Non-Essential Functions

- Answer phones and respond to phone calls, emails, regarding prospective families wanting to become a Therapeutic Foster Care parent.
- Participate in agency meetings, functions, and activities as required.
- Completed assigned office tasks.
- Completed ongoing education as approved by or assigned by supervisor.
- 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

- Bachelors’ degree in a social service field

Experience

- A minimum of 3 years navigating the child welfare field preferred

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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 license required

Skills/Competencies: sound knowledge base of public child welfare system and the foster/adoptive home licensing systems in Missouri; ability to navigate the states' child welfare systems; excellent verbal skills in order to communicate in a clear and respectful manner to foster/adoptive families and community partners; computer skills to enter and retrieve information, excellent written skills; ability to complete monthly and quarterly reports and meeting minutes; sound organizational skills in order to maintain up-to-date information about each family that has participated in the TFC training.

Other Skills:

Ability to be a team player.

Ability to self-initiate and work independently.

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics

- 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.
- Ability to identify needs unique to various diverse populations including those of different gender identity, sexual orientation, ethnic ground, race, and physical or mental capacity and address those needs with community resource referrals.
- Assist other professionals and team members in understanding the unique needs/characteristics of diverse populations.
- Locate appropriate resources to communicate with limited-English-proficient individuals or those with hearing impairment.
- Navigate various software packages to obtain, collect, and track program outcome data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition.
- 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.).

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- 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 Therapeutic Foster Care. Collaborative consultation will be sought from all program teams.

Working Conditions

Candidates are required to show proof of being fully vaccinated, including boosters, 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.

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- **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.

Printed Employee Name:		Date:	
Employee Signature:			