



# FOSTER & ADOPTIVE CARE COALITION

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

### Foster & Adoptive Home Recruiter

<b>Department:</b>	General and Targeted Recruitment	<b>Date Prepared:</b>	02/23/2022
<b>Prepared by:</b>	Cisely Beard & Jan Joeckel	<b>Reports to:</b>	Director of General Recruitment
<b>FSLA Status:</b>	Full-Time, Exempt		

### Summary of Position

The Foster & Adoptive Care Coalition recruits foster and adoptive homes for the St. Louis Metropolitan area, which includes 7 counties in Missouri and 7 counties in Illinois. The Foster & Adoptive Home Recruiter screens prospective foster/adoptive families who inquire through a web, email or phone inquiry. After a thorough intake process, the Recruiter does a warm hand-off of the prospective foster/adoptive family, who is ready to begin the licensure process, to the Coalition's license-ready program or one of the Coalition member agencies. Strong coordination and communication between foster/adoptive home licensing agencies is required. The Foster & Adoptive Home Recruiter also provides over the phone and email support and advocacy to pre-and post-licensed foster/adoptive/kinship homes.

### Essential Functions & Responsibilities

- Responds to inquiries from individuals/families interested in learning more about foster parenting/adoption.
- Educates individuals/families about the foster/adoptive home licensing process over the phone and through email or mail if email is not available.
- Follows up with individuals/families via phone and/or email to ask if they have additional questions or if interested in initiating the licensing process.
- Completes initial assessment screenings over the phone with individuals/families who express readiness to initiate the foster/adoptive home licensing process.
- Matches individuals/families with the Coalition's license-ready program or a Coalition member agency who will begin the licensing process.

**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)



- Acts as the liaison between prospective adoptive families and child specific adoption recruiters, who are seeking an adoptive family for children who have been featured on A Place to Call Home, in Child in Need articles, and/or the Coalition or KSDK websites.
- Assists IL and MO foster/adoptive/kinship families in navigating the licensing process when (or as) requested.
- Notifies adoption recruiters and adoptive home licensing specialists when a licensed home has inquired about a specific child who was featured on A Place to Call Home or who is on our agency's website under waiting children.
- Writes child-specific and general recruitment news articles for local newspapers to highlight the need for resource families.
- 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.
- 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.
- 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).
- Follows procedures for meeting with, calling, and consulting supervisor.

## **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 a social service field

### **Experience**

Working knowledge of foster care licensure and the child welfare system. 5 years of experience is preferred.

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## **Preferred Skills / Qualifications**

Experience in case management with children in foster care and/or in a licensing/resource capacity with foster/adoptive parents.

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

- Sound knowledge base of the public child welfare system and foster/adoptive home licensing systems in MO and IL.
- Ability to navigate the states' child welfare systems.
- Excellent verbal skills in order to communicate in a clear, concise and respectful manner to prospective foster/adoptive families.
- Computer skills to enter and retrieve information about inquirers.
- Excellent written skills in order to complete case notes, prospective foster/adoptive home assessment screenings and meeting minutes.
- Organizational skills in order to maintain up-to-date information about member agencies recruitment needs and community resources for foster/adoptive families.
- Leadership skills in order to effectively chair meetings between licensing agencies.
- Understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Follows rules of confidentiality for the children and families the organization serves.
- Passes required background checks (references, Family Care Safety Registry, Form 1-9, etc.).
- Free of a criminal history.
- Fulfills the responsibility of 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 Director of General Recruitment. Collaborative consultation will be sought from all program teams.

## **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.

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- 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.

## **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.

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## **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.

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

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