

Job Description

Date Established: 11/16/2001	Date Amended: 7/3/2018
Employee Name:	Program: Community-Based Care Component: Foster Family Support
Working Title or Position: Foster Family Liaison	Position #: 56
Role: Community-Based Care Function: Foster Family Support	Wage and Hour Status: Exempt
Supervisor: Program Director Foster Family Support	Positions Supervised: None

Salary Minimum: \$36,250

Position Summary

This position is a prism of many different functions. A large portion of this position is arranging & executing recruitment opportunities and events within the 6 county area (Bay, Gulf, Jackson, Washington, Holmes, Calhoun). This position will serve as a navigator to people from their beginning interest in fostering all the way through licensing and retaining them as a long-term Foster Parent. This will include various activities before, during and after they are licensed to help overcome obstacles and support them as they support children in their care. In addition, this position will be responsible for rallying community support through businesses, civic clubs, faith-based organizations and individuals.

Requirements

Minimum Training, Credentials and Experience: Bachelor's degree in human related services, social work, communication, community relations or related field from an accredited college or university. Compliance with minimum standards for screening of personnel as contained in F.S. 394.4572.

Role Requirements

- Complete the first Quality Parenting Training (QPT) that is offered at time of hire.
- Use a computer (Powerpoint/Excel)
- Knowledgeable in various social media avenues.
- Possess reliable personal transportation for completion of job duties.
- Travel within 6 county area to media outlets, business venues, and other locations as necessary.
- Possess a valid Driver's License.
- Be insurable under Center's automobile plan.
- Work within the guidelines established in the policies and procedures of the agency and program.
- Understand and practice according to state and federal statutes, rules and policies that relate to foster home management.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required

to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at <http://lmccares.org/>

General Competency Requirements

Competencies

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Trauma Awareness- Attunement to the presence to trauma indicators and the ability to project safety and trust in relating.
- Empathy - Ability to appreciate and be sensitive to the feelings of others.
- Tact - Ability to show consideration for and maintain good relations with others.
- Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Relationship Skills - Ability to effectively build relationships with customers and co-workers.
- Self- Management Skills - Ability to organize and direct oneself.
- Team Building - Ability to participate with others to achieve goals.
- Organizational Skills – Ability to manage time, adhere to deadlines, prioritize tasks.
- Flexibility – Ability to respond quickly to changing requirements.

Position Function (reason position exists - supports Community-Based Care System and organizational mission)

- Extensive Public Speaking
- Relate effectively to foster parents, children in their care and team members of the community-based care system.
- Relate effectively to community partners who are relevant to the advancement and support of foster homes.
- Network with business, civic groups, faith-based organizations, individuals and the community to stimulate interest in foster parenting.
- Collect and analyze data.
- Respond to inquiries by prospective foster parents with program information and maintain ongoing contact through the QPT Quality Parenting Training Process in a timely manner.
- Track effectiveness of media activities in producing viable inquires for foster parenting.
- Plan and implement traditional media campaigns (TV, radio, newsprint, billboards, etc.)
- Set goals for number of inquiries, QPT entries and QPT completers to assure achievement of targets for licensed homes. Monitor progress.
- Participate in continuous assessment of child placement type and number of homes needed.

- Report to the Florida Child Abuse Hotline any concerns regarding the safety of a child in care.
- Manage foster parent surveys, analyze results and make recommendations for purposes of retention.
- Coordinate and monitor use of social media outlets (Facebook, Twitter, Instagram).
- Perform fund raising.
- Plan special events.
- Solicit, collect and organize donations.
- Publish quarterly newsletters.
- Assist in the start-up and implementation of the Foster Parent Association.
- Participate in district and/or statewide initiatives designed to enhance recruitment and retention of family foster care homes.
- Become certified as a QPT Quality Parenting Training trainer.
- Participate in Support Groups, Super Saturday trainings and any event planned by Foster Family Support in Circuit 14. This will include helping with childcare at the events.
- Organize and attend "Coffee Talks".

Other

- Arrive to work on time, provide appropriate notice when going to be late and follow attendance policy.
- Travel in multi-county service region.
- Work on a flexible basis that includes evening and weekend availability.
- Support the Agency mission and values.
- Attend all agency directed training.

Standards of Performance

Assure that adequate types and numbers of foster homes are recruited and retained to achieve the following outcomes:

- **95% of children removed who are placed in a licensed setting are placed in a foster home.**
- **Of the children placed in a foster home, 90% are placed in their home county.**
- **100% of sibling groups removed are placed in the same foster home.**
- **100% of all foster homes applicants will be enrolled in QPT training within 120 days of initial inquiry if they wish to proceed with foster parent licensing.**

Physical Requirements (physical demands of job i.e. walking, driving, standing, stooping, etc.)

Abilities

- Hear and understand conversational speech and visually observe behavior.

- Talk and read.
- Exert a force (lift, carry, push, or pull) 10-25 pounds frequently, and up to 10 pounds constantly.
- Drive a facility automobile.
- See including close and distance vision.
- Sustain long periods of sitting (two to four hours per session).
- Travel to and from work sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Position Training Requirements

- Complete annual training requirements as outlined on Individual Plan of Training
- Complete required annual corporate training

Team Participation (committees/teams in which the employee is expected to participate)

- Children’s Services and Community-based Care Program team
- Foster Family Support department team
- Quality Parenting Initiative
- Foster Parent Mentoring Initiative

Employee’s Signed Acknowledgement Of Receipt Of Present Job Description

Employee Signature	Date
Supervisor Signature	Date