

Job Description

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| Employee Name: | Program: Community-Based Care Component: Foster Family Support |
| Working Title or Position: Component Director II - FFS | Position #: 39-18 |
| Role: Community-Based Care Function: Foster Parent Support | Wage and Hour Status: Exempt |
| Supervisor: Cathy Harcus | Positions Supervised: Foster Family Specialists, Training/Mentor Specialist |

**Salary Minimum: 40,000.00 prior to Completion of Supervisor Certification
\$42,000 Fully Capable**

Position Summary

The purpose of this position is to oversee the development and management of the foster home system through the supervision of the training/licensing/recruitment/retention specialists, ensuring compliance with contractual requirements and all applicable laws and regulations associated with the Community Based Child Welfare System and specifically the foster care system. Primary responsibilities include assuring that foster homes are safe and nurturing, that the delivery of services to foster families is effective and that performance outcomes are achieved.

Role Requirements

MINIMUM TRAINING, CREDENTIALS, AND EXPERIENCE REQUIRED: Requires Bachelor's degree in psychology, social work, or human services related discipline and at least one year of experience working with children and families. Compliance with minimum standards for screening of personnel as contained in F.S. 394.4572.

Role Requirements

- Complete Quality Parenting Training (QPT)
- Attain Child Protection Professional Certification.
- Attain Child Protection Professional Supervisor Certification (may be completed post-hire).
- Use a computer.
- Possess reliable personal transportation for completion of job duties.
- Travel locally to foster homes, agency sites 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 www.lifemanagementcenter.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)

- Relate effectively to foster parents, children in their care and team members of the community-based care system.
- Apply continuous quality improvement to program processes.
- Manage risk.
- Use data collection, analysis and interpretation.
- Supervise activities of Licensing/Training Specialists and Recruit of Licensing/Training Specialist.
- Assure staff compliance with all applicable training requirements.
- Evaluate staff performance. Identify, document, and develop corrective action plans for personnel performance problems.
- Assure that recruitment, retention, training, licensing and re-licensing of foster homes occurs in accordance with all applicable regulations.

- Conduct program activities on a flexible basis that suits the schedules of prospective foster and foster parents.
- Report to the Florida Child Abuse Hotline any concerns regarding the safety of a child in care.
- Assure the proper management of applications from BBCBC staff, their subcontractors and relatives who wish to become foster parents.
- Assure prompt attention to foster care referrals issued by the Abuse Registry.
- Assure the thorough management of foster home safety concerns and oversee the development of intervention plans.
- Maintain a system to receive and log complaints regarding compliance with licensing standards or other applicable regulations and make monthly reports to BBCBC.
- Assist the lead agency in identifying the need to revoke or modify a foster home license.
- Maintain effective communication with Community-Based Care partners to assure efficient, coordinated service provision.
- Maintain ongoing communication with Placement to provide updates on bed development and availability.
- Attend staffings for children who are difficult to place.
- Coordinate with BBCBC regarding the placement of children who are considered in need of Enhanced Services
- Participate in the Quality Parenting Initiative.
- Coordinate with the Children's Medical Services and the Center's Therapeutic Foster Home Program for recruitment, training and licensing efforts.
- Participate in district and/or statewide initiatives designed to enhance recruitment and retention of foster care homes.
- Prepare reports as required by the agency and BBCBC.

Other

- 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

Achieve the following outcomes:

- **95% of license renewal packets will be submitted to BBCBC sixty (60) days in advance of the license expiration and will be complete and correct.**
- **100% of foster home applicants will be enrolled in MAPP training within 120 days of inquiry.**
- **100% of foster home applicants will have completed licensure packets within 120 days of MAPP completion.**

- **85% of the children served under this contract and placed in a foster home will be satisfied with the services provided while in a foster home.**
- **100% of the children served under this contract and placed in a foster home shall be provided a safe environment, free of verified incidents of abuse and/or neglect.**

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.

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 Parent Support Services Department Team
- Quality Parenting Initiative
- Foster Parent Mentoring Initiative

| Employee’s Signed Acknowledgement Of Receipt Of Present Job Description | |
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| Employee Signature | Date |
| Supervisor Signature | Date |