

The Sarah Minnie Badger Foster Care Agency

Job Description

Job Title: Home Finder

Title of Immediate Supervisor: Executive Director

Position Summary: Recruits, trains and process intake for the foster care parents and follows each prospective foster parent through the certification/re-certification process and the placement of a child in their home.

Typical Responsibilities/Duties:

- 1) Develop and implement a foster parent recruitment plan.
- 2) Develop and maintain relationships with foster parent, the media and other public relationships such as churches, civic and community based organization.
- 3) Submit written information to and conduct information meetings with potential foster parents.
- 4) Conduct an orientation process to potential foster parents.
- 5) Facilitate other foster parent training programs as necessary and/or requested.
- 6) Obtain information from state and local agencies as needed to certify the home.
- 7) Complete foster home studies.
- 8) Maintain case records prior to certification, after certification, and completed re-certifications.
- 9) Complete and submit monthly foster homes statistics to program supervisor.
- 10) Enter all required dates and information into the Connections computer system.
- 11) Enter and submit all Adoption Album information for freed children into computer and submit to OCFS.
- 12) Represent agency on appropriate coalition, committees, and at community recruitment events.
- 13) Coordinate foster parent recruitment, retention and recognition events (i.e. Foster Parent month, Christmas party, Foster Parent Association sponsored events, fundraisers, socials...).
- 14) Send written acknowledgments to foster parents around special events and other appropriate times.
- 15) Perform any other requests deemed relevant to the position by supervisory and/or administrative staff.
- 16) Arrange and monitor pre-placement visits.
- 17) Ensure all intake materials are completed.
- 18) Notify case worker of placement.
- 19) Maintains First Aid/CPR Training.
- 20) Attends all mandatory in-service training and regularly attends supervision meetings.
- 21) Coordinate a monthly Foster Parent Newsletter.
- 22) Assist the Executive Director in development and update in Foster Parent policies and procedures as needed.
- 23) Adherence to directives outlined in Sarah Minnie Badger Foster Care Agency Policy and Procedure Manual.
- 24) All duties as assigned by immediate supervisor.

Skills, Qualifications, Knowledge, Ability & Physical Requirements:

Minimum Education and/or Professional Qualifications/Skills

- Bachelor's Degree in social work or other human service field.
- Demonstrated assessment skills
- Strong written and verbal communication skills.
- Knowledge of child welfare regulations and regulatory agencies whenever possible.
- Teaching and presentation skills.
- **MAPP certification is a plus, but not required! Ability to train potential foster parents.**

Special-Personal Skills, Qualities, Aptitudes, and Physical Requirements

The Sarah Minnie Badger Foster Care Program is an equal opportunity employer. Reasonable accommodations may be made to assist persons with disabilities to perform essential functions.

- 1) Ability to work effectively with clients, families, staff and community contacts from a variety of cultural and ethnic backgrounds.
- 2) Knowledge of community resources and the ability to access specialized services to clients.
- 3) Ability to advocate effectively for clients.
- 4) Ability to deal effectively with hostile clients and/or families.
- 5) Ability to accept supervision and perform as part of a team.
- 6) Ability to be flexible and adapt to change.
- 7) Ability to interface with people (groups and individuals) and communicate within various mediums (logbooks, e-mail, telephone).
- 8) Must have a valid NYS driver's license and adequate auto insurance.
- 9) Ability to pass an annual physical, drug test.
- 10) Ability to use computer base programs and applications.
- 11) Demonstrate time management / organizational skills.
- 12) Must be an excellent listener.
- 13) Effective problem solver
- 14) Maintain a professional posture in all settings on behalf of Sarah Minnie Badger Foster Care Agency.