

A Place to Call Home, Inc.
Job Description

Title: Family Specialist

Work Location: Mesa/Tucson

Exempt Status: Non-exempt

Position Status: Full Time

Reports to: Program Coordinator

*** This position is considered a safety sensitive position

Purpose: To assist with evaluation of potential foster and adoptive homes for study, training, and recommendation of foster care licensure and/or adoptive certification, and provide ongoing monitoring, supervision and support to licensed certified families.

. In the performance of all tasks and duties it is expected to conform to the following:

- ❖ Perform quality work within deadlines with or without direct supervision.
- ❖ Interact professionally with other employees, clients and community partners.
- ❖ Work effectively as a team contributor on all interactions and assignments.
- ❖ Work independently while understanding the importance of constant communication and coordinating work efforts with management and staff

Requirements:

- A. Must have the desire to provide ongoing support to foster homes for children with special needs.
- B. Hold at least a Bachelor's degree in social or behavioral science preferred; from an accredited university or college, and related experience with foster care, DDD protocols.
- C. One plus years with case management, foster care/licensing preferred.
- D. Working knowledge in developmental disabilities, early childhood development, and mental illness.
- E. Attend required foster care/APTCH licensing training.
- F. Maintain a flexibility in working hours that allows for early morning and after hour appointments to accommodate foster family schedules, emergency placements, training and functions they may fall outside of our normal business hours.
- G. Must be fingerprinted, granted and able to consistently maintain a Level One clearance from the State of Arizona.
- H. Able to maintain a clear record through DES Central Registry of any reports of child abuse and neglect.
- I. Must possess impeccable customer services skills to staff, clients and

- families and the ability to apply them to any situation without fail.
- J. Must have the ability to communicate professionally (both orally and in writing) with a variety of professionals, staff, families, and individuals with special needs.
 - K. Must have working knowledge of Microsoft Office and the learning capacity to learn other applications.
 - L. Must exemplify exceptional time and task management.
 - M. Must complete all paperwork/training prior to service delivery.
 - N. Must have reliable transportation and maintain current vehicle registration and insurance, as well as a valid driver's license.
 - O. Must be able to perform the job's essential functions required.

Job Responsibilities:

Recruitment Efforts:

To assist Recruitment Coordinator with the recruitment process for foster home parents for children with special needs. Examples of recruiting activities may include:

- Outreaching activities at local schools, colleges, churches, community events, festivals, local fairs, YMCA's, sporting events, libraries, etc.
- Placing posters and brochures in a marketing campaign.
- Assist with recruitment efforts at relevant events planned through recruitment department.

Foster Family Assessment:

To carefully study interested applicants for assessment of fostering in adoptive or child/adult developmental homes for individuals with developmental disabilities.

- Using Department rules and policy, gather information about the individual/family by means of interviews, references, inspections, background checks, and any other means deemed necessary.
- Document all findings and communicate via staff meetings and communication with administration.
- Complete a home study using the format given by the Department.

Foster Family Recommendations:

Make edifying recommendations with regard to the licensing foster home parents for children with special needs.

- After reviewing all information gathered in the home study process, along with recommendation team, assist with making recommendation for approval or denial of a foster care license.

- Document all supporting information in the foster home parent file.
- Review completed home study with Director.

Foster Parent Training:

Assist in providing additional and ongoing training and educational opportunities to assigned foster parents homes.

- Train foster parents upon recommendation of administrative staff for additional or review of previous training.
- Refer training interests of foster parents to agency trainer for future topics.

Required Monitoring of Foster Homes:

Must fully comply with; proper monitoring and supervising of your foster homes on your assigned case load, and in accordance with the agency/contractual requirements.

- Visit each licensed home no less than one time per month, using the Supported Developmental Home Visit report.
- Document each visit/communication and file in the foster home parent file immediately.
- Conduct quarterly support meetings and provide training/resources to each family.
- Forward any concerns/issues to the administration and the Department.
- As necessary, attend CFT's, ISP's, IEP's, Foster Care Review Board meetings, and any other meetings approved by administration and deemed beneficial for appropriate care of individuals in care.

Renewal Home Study Recommendation:

To complete home studies and assist with recommendation approval or denial of renewal for foster care licensure.

- Complete home studies no later than the Department's guidelines and agency time frames.
- Make recommendation toward approval or denial of licensure. File all supporting information in the foster home parent file.
- Submit the home study document to the Director for preliminary review and correction in the recommend time frame.
- Adoption referrals for matching.
- Attend adoption family selection process meetings.
- Attend adoption related meetings/events as required.

Responsibilities:

Family Specialist is responsible to:

- Complete a monthly report to reflect recruitment activities, number of inquiries, and the number of licensed homes. This report will be due to the main office by the 1st of each month.
- Meet with their Program Coordinator/ Director no less than one time per month to discuss progress, barriers, etc., with the home study process.
- Send Satisfaction Reports on a quarterly basis.
- Follow all time lines given by *A Place to Call Home, Inc.* and the Department.
- Maintain contact with the administration and the Department for issues which may be questionable for granting a renewal license.
- Maintain strict confidentiality regarding individuals and families with whom you work.
- Maintain absolute confidentiality of agency staff meetings, administrative communications, agency strategies and agency service trade secrets.
- Abide by *A Place to Call Home, Inc.* policies regarding abuse/neglect.
- Follow personnel practices which include but are not limited to:
 - Reporting to work on time as scheduled.
 - Abide by the companies policies and procedures.
 - Refraining from excessive absenteeism.
 - Obtaining prior approval by following protocol when over-time or time-off is desired.
 - Maintain a professional relationship with agency foster families and keep a positive customer service attitude while resourcing and providing services.
 - Communicate to administration and document all issues relating to foster families initial home study findings, ongoing supervision and monitoring, family concerns, family complaints.
 - Represent the agency and the agency's best interest in all interactions and communications with foster families, state employees, and contract entities; in a manner consistent with the agency's philosophy, directives and established practices.
- Adapt to every changing and last minute changes in schedules, job requirements and assignments.
- Seek or request information about job responsibilities or additional training as needed from the Program Coordinator/ Director and/or administration.
- Continuously evaluate the satisfaction and service delivery, of the individual's receiving services and strive to maintain or improve current services.
- Contact the administration immediately with any concerns or problems.
- Perform any additional job duties as requested by administration.

Physical Demands:

Use of company equipment; computers, copiers and printers
Moderately walks and drives
Occasionally stands, reaches, bends, carries, climbs and lifts
Sits and types for moderate periods of time
Moderate use of telephones

Travel Time:

This position has moderate in office time with moderate out of office travel.

I have read this job description and understand the responsibilities contained therein and agree to perform these duties to the standards set by A Place to Call Home, Inc.

I understand the above statements are intended to describe the general content and principal areas of responsibilities of this job and that it is not an exhaustive statement of duties, responsibilities or requirements. Duties, responsibilities and activities may change at any time with or without notice.

Signature: _____ Date: _____

Reviewed by: _____ Date: _____