

CHRISTIAN FAMILY CARE AGENCY JOB DESCRIPTION

JOB TITLE: Foster Care Home Development Specialist

GENERAL OBJECTIVES

This position is responsible for completing foster and/or adoptive home studies for the purpose of recommending licensure or certification for prospective foster families. This position assesses, writes home studies, evaluates and prepares eligible foster families and may recommend additional counseling or training. This position also formulates assessments of families and individuals, and may need to deny application, licensure, or certification of individual homes. This position may also provide post-placement supervision for adoptions, including writing the appropriate reports to the Court. This position may also be responsible for training classes or assisting in the training classes of foster and/or adoptive families.

NATURE AND SCOPE OF POSITION

- This position reports to the Home Development Supervisor Contract Services and has the responsibilities for activities associated with foster parent selection.
- Several functions of this position require joint consultation with other foster care staff members.
- This position may also be responsible for training or assisting in the training of foster and/or adoptive parents in the education classes provided by CFCA.
- This position may assist the Agency in a public relations capacity to help inform community groups and individuals about the mission of the CFCA foster care and adoption programs. This position must be aware of the ethnic and cultural aspects of the community where the program operates.
- This position is expected to use computers in the performance of writing and producing foster and adoptive home studies and post-placement reports.
- This position has the responsibility for licensing new foster homes or certifying foster homes in an efficient and expeditious manner with the expectation that a half-time employee would complete approximately 25 or more home studies each year. The position also has the responsibility, as needed, of providing post-placement supervision for foster/adoptive families, the writing of appropriate reports to the Court, and attendance at Court hearings, including temporary custody hearings.
- This position is responsible to provide on-going support to foster families who are waiting for placement.
- This position has the responsibility, as needed, of providing post-placement supervision for foster/adoptive families, the writing of appropriate reports to the Court, and attendance at Court hearings, including temporary custody hearings.
- This position has no direct supervisory responsibility over other staff personnel.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Determines suitability of prospective foster care providers. This includes preparation of comprehensive psycho-social home study, interviewing of foster parent applicants to evaluate the family's motivation, functioning and dynamics, and collecting and interpreting collateral

information. Assessment is completed according to agency standards for healthy homes and necessary foster or adoptive parent competencies.

2. Assures compliance of foster providers with program policies and state licensing or certification requirements.
3. Assures that infertile couples are well on their way to resolving their infertility issues before either fostering or adopting. Teaches families about adoption and foster care issues that both children and families face, and assesses a family's ability to understand and cope with such issues.
4. Provides an awareness of potentially serious problems which may arise in the foster or adoptive care homes and alerts the Home Development Supervisor, or the Director of Foster Care Programs of such concerns, especially those which may have legal risk or safety ramifications.
5. Participates in required CFCA staff meetings, monthly supervision, and clinical case staffings.
6. Provides post-placement supervision for foster/adoptive families, including the writing of necessary reports to the Court, and attends final hearings and temporary custody hearings as needed.
7. Performs all other duties as assigned by the Director of Foster Care Programs.
8. This position is required to comply with any contract outcome requirements that apply.
9. This position is responsible to adhere to all COA (Council on Accreditation) requirements/standards that are associated with this position. In addition, this position is responsible to adhere to all DES and/or DHS regulation that apply.
10. This position is required to complete and maintain the training records for the annual minimum requirements for this position. Refer to the supervisor of this position regarding these requirements.
11. This position is required to complete and maintain the records for any licensure required for this position. Refer to the supervisor of this position regarding these requirements.

QUALIFICATIONS

This position requires a minimum of a Bachelor's degree in Social Work, Family and Marriage Studies, or related fields, and a minimum of one year's experience in child welfare, preferably in licensing foster parents or certifying adoptive families. Preference is given to individuals with Master's degrees in Social Work, Counseling, Family and Marriage Studies, or related fields, and a minimum of one year's experience in licensing foster families or certifying adoptive families. The ability to speak fluent Spanish is preferred.

Approved by: _____ **Date:** _____

Employee Concurrence: _____