## POSITION SUMMARY

Responsible for the recruitment, training, and retention of foster parents, including the implementation of marketing activities that will increase the number of foster parents. Assists foster care staff in the identification of parents for newly referred children, or children in need of a new placement. Provides support to foster parents who are experiencing difficulties with a placement; receives and investigates licensing complaints involving HYFS foster parents.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Develops and implements strategies to recruit new foster parents, including development of recruitment brochures and presentations to community groups. Responds to inquiries concerning becoming a foster parent, providing initial information and follow up to prospective foster parents.
2. Conducts home studies and background checks for foster parent applicants, assuring they are in compliance with DCFS rules concerning foster parents. Recommends the issuance of licenses as appropriate. Arranges for prospective foster parents to receive required initial DCFS training
3. Assist relative foster care providers in becoming licensed, problem solve any barriers, to ensure home compliance with DCFS regulations regarding standards for relatives.
4. Maintains up to date knowledge of foster home openings and the willingness of foster parents to accept children or sibling groups of varying ages and needs. Assists the foster care unit to locate homes for newly referred children and children who are in need of a different foster home placement.
5. Complies with DCFS regulations concerning semi-annual licensing home visits and relicensing requirements. Submits required paperwork to open, close or change the foster home license.
6. Provides support to foster parents who are experiencing problems that may result in a placement disruption, in coordination with the child’s caseworker.
7. Receives and reviews licensing complaints; investigates as needed and takes necessary action to resolve the complaint consistent with DCFS rules and the best interests of involved children.
8. Arranges in-service training opportunities for Hoyleton’s foster parents.
9. Completes and maintains foster home records as required by DCFS and HYFS policy.
10. Assists in the development and implementation of the foster parent law compliance plan.

**SKILLS and ABILITIES**

1. Possess or qualify for required DCFS licensure.
2. The ability to recruit foster parents and evaluate their suitability of their homes for foster care placement;
3. Able to work cooperatively and promote teamwork; excellent interpersonal skills;
4. The ability to provide services in a manner that reflects appreciation for the cultural background heritage, and identity of each child;
5. An understanding of the issues of separation and loss for children in care;
6. Excellent oral and written skills;
7. Strong organizational and time management skills.
8. Possess driver’s license in good standing and valid car insurance.

**EDUCATION AND/OR EXPERIENCE**

A Master's Degree from an accredited program in social work education, or in another human

Services field preferred, or a Bachelor's degree from an accredited program in social work education,

Or in another human services field, with at least two years’ experience in foster care services

**CARE & TCI**

One of the essential job functions of any position within the agency is to align your performance with our overarching philosophy of CARE. All decisions, actions, communication, and performance should align with the six CARE principles (Developmentally Focused, Family Involved, Relationship Based, Ecologically Oriented, Competence Centered, and Trauma Informed). Not only must you complete the CARE training with satisfactory participation, but you must then put that training into practice in your everyday work.

Every employee must also pass TCI training with a satisfactory grade in written and/or physical testing. All employees must remain current on refresher training that is provided monthly at all locations. You will be tested every 6 months on the physical portion, if applicable to your position. You will be tested annually on the written portion regardless of your position. If you are not current on your TCI refresher training every six months, you will be required to retake the full course. If you do not pass either test, you may be required to retake the full course. Not only must you complete the TCI training with satisfactory participation, but you must then put that training into practice in your everyday work.

**EQUIPMENT USED**

Computer, Copy Machine, Calculator, Smart Phone, Fax Machine and Telephone

**WORKING CONDITIONS**

Frequency Options: Occasional: 0 – 15% of time; Frequent: 16 – 50% of time; Constant: Over 51% of time

**Occasional** – Exposure to noise, Exposure to heights, Exposure to temperature above 80 degrees, Exposure to chemicals, Exposure to hazards, Exposure to dust, Carrying approximately 10 feet, Pushing approximately 5 pounds, Lifting approximately 5 pounds, Climbing approximately 15 – 20 steps, Bending, Squatting, Kneeling and Physical Restraints.

**Frequent** – Walking approximately 100 feet and Standing

**Constant** – Working alone or independently

**WRITTEN: 08/2010**

Reviewed/revised: December, 2010 (JDL)

Reviewed/revised: November, 2011 (JDL)

Reviewed/revised: November, 2012

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Employee’s signature

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Date