



**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: MRFC
Contact: Valerie Crume

Date Posted: 08/11/08
Post Until: 08/25/08

JOB TITLE: Foster Care Specialist
Based

DIVISION: Foster Care/Community
Services

REPORTS TO: Clinical Specialist or
Foster Care Director

GRADE: E (Exempt)**EEO: 2**

Effective Date: 03/24/2007

PRIMARY FUNCTION & PURPOSE: To recruit, train, license and supervise foster families and supervise the placement of children in foster care.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Plan and carry out recruitment efforts in the absence of a foster care recruiter or in conjunction with the recruiter.
- Study and license prospective foster parents.
- Provide training for foster parents in the absence of a foster care recruiter/trainer or in conjunction with the recruiter/trainer.
- Process referrals of children into foster homes, match the child with an appropriate homes, place and supervise children in the home.
- Establish permanency plans and case plans for children in care and their families.
- Attend and help organize foster parents and support groups.
- Relicense foster parents as needed.
- Maintain required records.
- Other duties assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions.
- **Education:** Master's degree preferred but will consider a Bachelor's degree in social work, human services or a related area.
- **Experience:** Two to five years related experience required if applicant does not have a Master's degree.
- **Skills:** Knowledge of standardized, but moderately complex policies, procedures and/or operations/programs requiring training and experience. Ability to organize moderately complex tasks and analyze complex issues.

- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.
- **Supervision:** None.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.