

Foster and Adoption Home Developer

HELPING HAND HOME FOR CHILDREN

JOB DESCRIPTION

<u>GENERAL DESCRIPTION:</u>	Recruit, assess, train, and develop new foster and adoptive homes. Ensure that new foster and adoptive homes meet licensing and contract standards, as well as HHH policies.
<u>SHIFT/WORK HOURS:</u>	40 hours per week, includes weekends as needed or required to maintain and monitor care above and beyond the standards established by the Department of Family and Protective Services (DFPS)
<u>FLSA STATUS:</u>	Exempt
<u>SUPERVISOR:</u>	Director of Foster and Adoption Services

JOB RESPONSIBILITIES:

- Recruit, assess, train, develop and verify new foster/foster-adopt/adoptive homes within established timelines.
- Ensure that all new foster/foster-adopt/adoptive homes meet Minimum Standards of TDFPS, Contract Standards, YFT/LOS indicators, and HHH Policy and Procedural guidelines prior to verification.
- Schedule, facilitate and lead Pre-Service Training for incoming families.
- Manage files for new families, including auditing all incoming paperwork.
- Utilize various screening and selection tools during pre-service process for new families.
- Review new foster/foster-adopt/adoptive parent applications with the Director of Foster and Adoption Services prior to acceptance into the program.
- Conducts home study interviews and writes home study in a timely manner.
- Identify, plan and attend various recruitment opportunities – HHH monthly information meetings, CPS information meetings, match parties. etc.
- Advocates for foster parents and foster children during selection staffing meetings
- Assist with foster care/adoption support groups and ongoing foster/adopt parent training.
- Assists in orientation foster/adopt parents, interns and other employees.
- Responsible for timely completion of assignments and adapts to changing workloads to include work in evenings, weekends and holidays as needed.
- Facilitate and participate, as needed, in the intake/placement and admission process.

- Intervene in crisis situations as needed (using emergency behavior techniques to assist with a combative child, potential suicide attempts, runaway, angry family, etc.).
- Prepare and maintain department reports as assigned.
- Supportive of the program philosophy, goals and objectives.
- Develop and maintain effective working relationships between CPS staff, law enforcement officials, judicial officials, legal resources, medical professionals and other community resources.

NON-ESSENTIAL FUNCTIONS

- Must maintain 30 clock hours of job related training during the first year of assignment to child placing responsibilities and at least 20 hours annually thereafter; all required clocked hours must relate directly to child placing responsibilities
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Frequency Key: Never – 0 hours; Rare – up to 1 hour; Occasional – 1-3 hours; Frequent – 3-6 Hours; Constant – 6-8 hours

<u>Physical Activity</u>	<u>Frequency</u>
Sitting	Constant
Walking	Frequent
Climbing stairs	Rare
Crouching/Bending/Stooping	Frequent
Reaching	Frequent
Grasping	Frequent
Pushing/Pulling	Occasional
Near Vision	Frequent
Far Vision	Frequent
Hearing	Constant
Talking	Constant
Taste	Never
Lifting/Carrying (up to 50 lbs)	Occasional
Travel	Occasional

SAFETY

Each employee is accountable and responsible to conduct themselves in a manner worthy of the title “Helping Hand.” Our children’s safety, as well as your own, is our primary focus.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess knowledge and proficiency in emergency behavior techniques, SAMA (Satori Alternative to Managing Aggression).
- Basic proficiency utilizing personal computers, including basic word processing and menu driven applications.
- Ability to use up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a small amount of force continuously to move objects.
- Ability to receive verbal instructions, answer phones, etc. with some background noise.
- Ability to access and coordinate services.
- Ability to function as a member of a multidisciplinary team.
- Ability to organize and prioritize duties/responsibilities efficiently.
- Ability to communicate clearly both in written and spoken form.
- Maintains CPR/First Aid certification, if applicable.
- Presents and maintains professional appearance and demeanor.
- Ability to adhere to the Helping Hand Home for Children's policy and procedures including but not limited to the confidentiality policy.
- Ability to work under minimal supervision; exercise good judgment and professionalism.

REQUIRED QUALIFICATIONS:

- Must have a Bachelor's degree in Social Work or other human services field
- One year of child placing experience under direct supervision of a person fully qualified as a Child Placement Management Staff is required
- Bilingual (English / Spanish) preferred
- Possess a valid driver's license with a good driving record
- Obtain a recent tuberculosis test
- Must maintain a working cell phone at all times

FOSTER AND ADOPTION HOME DEVELOPER

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JOB DESCRIPTION

By my signature below, I acknowledge I am in receipt of a written copy of the job description for Foster and Adoption Home Developer, and I understand if I have any questions about my duties and responsibilities, I will consult my supervisor or Human Resources immediately. I also understand I am required to report any suspected child abuse/neglect of a child to my immediate supervisor, on-call supervisor and/or administrator immediately.

Employee Name (Please Print)

Employee Signature

Date

Supervisor

Date

Human Resources Director

Date