



## **Job Descriptions– Interstate Compact on the Placement of Children (ICPC) Family Support Specialist (FSS)**

**TITLE:** ICPC Family Support Specialist (FSS)

**FUNCTION:** The staff works with, and monitors ICPC foster and adoptive families that are in active status in **Region 7**

**LOCATION:** Region 7; Home-Based and Field Assignments (flexible schedule)

**SUPERVISOR:** ICPC Coordinator

**QUALIFICATIONS:** Bachelor's Degree required in a human services field from an accredited college or university. One year of experience working with individuals and families that have active cases with Department of Family and Protective Services preferred; ability to be clear headed and decisive based on the scope of the position; skilled in approaching care/services from a strengths-based perspective; impeccable writing skills; detailed and organized; positive client interaction

**SALARY:** Negotiable based on experience; part time and full-time positions available

### **GENERAL DUTIES:**

- Exceptional knowledge of DFPS Procedures and HHSC-CCR minimum standards
- Innovative and creative approaches to service delivery
- Participate in kinship care specialized Pre-Service and Annual training
- Work effectively with the foster and adoption team
- Maintain required annual employee training and documentation
- Other duties as assigned by Program manager and/or FAD Director

### **ICPC FSS DUTIES:**

- Monitor Foster and Adoptive Home for safety and compliance
- Record all information for home and child files in the agency's database system on a weekly basis.
- Complete initial placement of children and youth
- Monitor children's progress placed in the foster and adoptive home
- Ensure appropriate STAR Health service coordination and appointment set up for needed assessments such as the CANS 3.0.
- Manage a caseload of 25 to 30 cases (a combination of homes and children)
- Schedule and conduct Treatment/Service Plan Meetings including Aftercare Service Plan in coordination with CPS and other team members.
- Complete required monthly, quarterly, and annual documentation
- Connect family to social work department for community resource connection and other supports
- Families receive personalized services based on their unique need

- Provide aftercare case management services to include monitoring, support, and community resource referrals
- Assist with crisis situations as part of the Crisis Intervention Rotation Schedule

**Please email resume and contact**  
**[Myrei.Edwards@MonarchFamilyServices.org](mailto:Myrei.Edwards@MonarchFamilyServices.org)**  
**to scheduled and interview**