

## **Children's Friend and Service**

### **Job Description**

Job Grade: 5

**Title:** Foster Care Recruitment and Retention Worker

**Reports to:** Manager of Permanency Services

**Supervises:** N/A

#### **Required Education/Training/Licensure:**

High School Diploma. A Bachelors Degree is preferred. Must have good working knowledge of the Rhode Island foster care system. Must have, and maintain, a valid driver's license, an automobile fit for use for the program, and auto liability insurance in an amount set by the agency.

#### **Skills and Abilities:**

Able to work productively as part of the Permanency Team and with other employees and outside parties.

Able to collaborate with other disciplines in order to produce positive outcomes.

Able to speak in public.

Able to work flexible hours (nights and weekends)

Able to interact effectively and respectfully with others and particularly with individuals whose backgrounds are different from one's own

### **KEY DUTIES AND RESPONSIBILITIES**

1. Recruit a diverse population of families interested in providing foster care to infants and young children referred to our foster care program. Maintain a database of all inquiries and applicants with contact information and how they were referred to help track outcomes and recruitment activities. Follow up on all requests for information, completion of applications, FBI, BCI, CANTS and Fire inspection clearances. ( @ 40 % of time)
2. Organize and implement outreach efforts within the community through collaboration with DCYF, community providers, businesses, religious affiliations and other community organizations in efforts to promote and recruit prospective individuals/families for the program. Attend speaking engagements and recruitment opportunities as required. (@ 40 % of time)
3. Monitor and complete all foster parent licensures including; remaining up-to-date on current foster parents' license expirations, and providing updated, BCI, CANTS, FBI and Fire Inspection information to licensure department at DCYF. (@ 10% of time)

4. Coordinate educational and recreational events for foster and adoptive families. (@ 5 % of time)
5. Maintain current information regarding agency programs, along with information related to foster care policies and procedures including promoting personal and cultural identity in children, grief, loss and attachment issues etc. (@ 5% of time)

### **Other Agency Responsibilities**

6. Constructively utilize individual and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in weekly team meetings and the peer review process.
7. Contributes to the overall success and quality of the program by working collaboratively and constructively with staff to address program and agency issues and needs.
8. Actively participate in ongoing training and professional development activities and participate, as required, with administrative staff in the evaluation of agency programs and service delivery.
9. Pursue ongoing professional development through reading professional literature and attending relevant workshops and conferences (Including Children's Friend core training programs).
10. Other duties as assigned.

I have read the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend and Service.

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Employee Signature

\_\_\_\_\_  
Date