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## Foster Family Recruitment Specialist

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**Summary of Position:** Under the immediate supervision of the supervisor or designee, the Foster Family Recruitment Specialist, is responsible for assisting the family caseworker with facilitating the expansion of resources needed, to better serve children and their families involved in foster care.

**Position Type:** This position is non-exempt and reports to the supervisor or designee.

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides professional technical assistance and resource development support to casework staff who serve children with specialized and problematic behavior service needs
- Identify and locate potential extended family/fictive kinship relationships
- Acts as a liaison to transition youth into the identified placement resources successfully
- Will assist the family caseworker with facilitating the expansion of resources needed to better serve children and their families involved in foster care
- Deliver services with sensitivity to the clients' cultural and socioeconomic characteristics
- Will do extensive research, investigation, and outreach in locating absentee parents/guardians
- Will complete required forms and SACWIS documentation, send written correspondence, and log / track data for use by the foster care team
- Uses ecomaps, genograms, and other tools to map and locate prospective supports and placement resources for the youth and family
- Must be comfortable in establishing rapport with families to identify family needs, supports and placement resources

**Other Duties:** As assigned by the supervisor

**Work Environment:** Generally, this position operates in a professional office environment; however, this position also requires frequent travel in and around the community by utilizing a personal vehicle or other methods of transportation. The hours of work are generally Monday through Friday, 9:00 AM to 5:00 PM.

**Physical Demands:** Physical demands are part of the essential functions of the position. The individual must be able to remain in a stationary position throughout the workday, operate a computer and other office productivity machinery, frequently communicate with clients and employees of VOA of IL, and others involved in the care and custody of clients. The individual must be able to move, traverse and travel in the community in a vehicle, assist clients in and out of a vehicle, and possibly transport clients in the community.

**Education and Experience:**

- Position requires a bachelor's degree from an accredited college or university.

Acceptable degrees include those related to human services

- **Demonstrated experience in the Child Welfare field preferred.**
- Possess a valid driver's license and personal vehicle

**Qualifications:**

Must have a valid Illinois Driver's License and an ability to pass a background check and be able to pass State of Illinois examination on Licensing Standards for Foster Family Homes (402), the Child Care Act. Also must have;

- Experience and demonstrated proficiency/success in leveraging and working with community resources
- Ability to communicate effectively and maintain good relations with clients and employees
- Excellent communication, writing, problem solving, and organization skills
- Must be proficient in Microsoft Office, with especially spreadsheets, databases, and reporting tools

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Job Type: Full-time