



Job Description

Date Established: 11/14/2014	Date Amended:
Employee Name:	Program: Community-Based Care Component: Foster Parent Support Services
Working Title or Position: Foster Parent Mentor Specialist	Position #: 58-01
Role: Community-Based Care Function: Foster Parent Support	Wage and Hour Status: Non-Exempt
Supervisor: Kelley Hrubes	Positions Supervised: Foster Parent Mentor
Salary Minimum: \$36,250	
Position Summary	
The purpose of this position is to develop and manage the foster home system through supporting and retaining as many foster homes as are needed by children in care and of a quality that meets their needs for safety and well-being,	
Requirements	
<p>Minimum Training, Credentials and Experience: Bachelor's degree in social work or related human services from an accredited college or university. Compliance with minimum standards for screening of personnel as contained in F.S. 394.4572.</p> <p>Role Requirements</p> <ul style="list-style-type: none"> ▪ Complete Quality Parenting Trainer training (QPT) . ▪ Complete Child Protection Professional training and attain certification. ▪ Use a computer. ▪ Possess reliable personal transportation for completion of job duties. ▪ Travel locally to foster homes, agency sites, and other locations as necessary ▪ Possess a valid Driver's License. ▪ Be insurable under Center's automobile plan. ▪ Work within the guidelines established in the policies and procedures of the agency and program. ▪ Understand and practice according to state and federal statutes, rules and policies that relate to foster home management. <p>Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the</p>	

Human Resources Department and the organization's website at www.lifemanagementcenter.org.

General Competency Requirements

Competencies

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Trauma Awareness- Attunement to the presence of trauma indicators and the ability to project safety and trust in relating.
- Empathy - Ability to appreciate and be sensitive to the feelings of others.
- Tact - Ability to show consideration for and maintain good relations with others.
- Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Relationship Skills - Ability to effectively build relationships with customers and co-workers.
- Self- Management Skills - Ability to organize and direct oneself.
- Team Building - Ability to participate with others to achieve goals.
- Organizational Skills – Ability to manage time, adhere to deadlines, prioritize tasks.
- Flexibility – Ability to respond quickly to changing requirements.

Position Function (reason position exists - supports Community-Based Care System and organizational mission)

- Relate effectively to foster parents, children in their care and team members of the community-based care system.
- Recruit, screen and supervise foster parent mentors.
- Work toward the strengthening of the foster parent infrastructure through the development of informal and formal foster parent supports.
- Participate in the work of the Quality Parent Initiative and take leadership for initiatives and activities that relate to foster parent retention and support.
- Address foster parent needs and interface with the child welfare system when needed to promote problem solving and effective communication.
- Coordinate with licensing staff to assure that ongoing technical support meets the needs of foster parents.
- Teach QPT.
- Support foster parents through abuse investigations or foster parent referrals.
- Work with Case Management and Placement to address any concerns and maintain ongoing

communication toward resolution.

- Help identify at risk placements and mobilize support for stabilization or orderly transition.
- Co-develop and manage foster home performance improvement plans; track homes of concerns including intervention activities and timelines.
- Identify individualized training needs of foster parents and co-develop training curriculum with Foster Parent Support Services Team.
- Administer the work documentation and payment system for Foster Parent Mentors.
- Relate effectively to community partners who are relevant to the advancement and support of foster homes.
- Network with business, civic groups, faith-based organizations to stimulate interest in the support of foster parenting.
- Participate in district and/or statewide initiatives designed to enhance support and retention of family foster care homes.

Other

- Arrive to work on time, provide appropriate notice when going to be late and follow attendance policy.
- Travel in multi-county service region.
- Work on a flexible basis that includes evening and weekend availability.
- Support the Agency mission and values.
- Attend all agency directed training.

Standards of Performance

Assure that adequate types and numbers of foster homes are supported and retained to achieve the following outcomes:

- **95% of children removed who are placed in a licensed setting are placed in a foster home.**
- **Of the children placed in a foster home, 90% are placed in their home county.**
- **100% of sibling groups removed are placed in the same foster home.**
- **100% of all foster homes applicants will be enrolled in MAPP training within 120 days of initial inquiry if they wish to proceed with foster parent licensing.**

Physical Requirements (physical demands of job i.e. walking, driving, standing, stooping, etc.)

Abilities

- Hear and understand conversational speech and visually observe behavior.
- Talk and read.

- Exert a force (lift, carry, push, or pull) 10-25 pounds frequently, and up to 10 pounds constantly.
- Drive a facility automobile.
- See including close and distance vision.
- Sustain long periods of sitting (two to four hours per session).
- Travel to and from work sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Training Requirements

- Complete annual training requirements as outlined on Individual Plan of Training
- Complete required annual corporate training

Team Participation (committees/teams in which the employee is expected to participate)

- Children's Services and Community-based Care Program Team
- Foster Parent Support Services Department Team
- Quality Parenting Initiative
- Foster Parent Mentoring Initiative

Employee's Signed Acknowledgement Of Receipt Of Present Job Description

Employee Signature

Date

Supervisor Signature

Date