



# FOSTER & ADOPTIVE CARE COALITION

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## FOR EVERY CHILD... A PLACE TO CALL HOME

### Families United Specialist

<b>Department:</b>	General Support	<b>HR Approval:</b>	February 4, 2025
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of Families United

### Summary of Position

Families United is a comprehensive relative support program dedicated to assisting relatives and kinship caregivers in navigating the foster care licensing process while offering emotional and practical support. We recognize that kinship placements can occur unexpectedly, often placing immediate and significant responsibilities on caregivers. Our goal is to support families every step of the way, providing advocacy, education, resources, and crisis assistance to help them maintain stable, healthy homes for their loved ones.

The Families United program offers license-ready assistance which focuses on guiding families through the entire foster care licensing process. This includes completing home studies, gathering necessary documents, attending court hearings, providing required training, and connecting families with community resources. Once a family is licensed, ongoing support continues until the child's case closes.

### Essential Functions & Responsibilities

- **Guide relative caregivers through the licensing process:** Assist in completing necessary forms, conducting home assessments using the SAFE model, and provide ongoing support throughout the foster care journey.
- **Conduct home visits and maintain communication:** Complete at least four home visits and maintain weekly communication with families through phone calls, emails, or in-person visits to offer continuous support, coaching, and resources.
- **Facilitate caregiver training:** Lead pre-service and in-service training for caregivers, including specialized training such as STARS Training, Informed Consent, Psychotropic Medication Management, and other relevant topics.
- **Advocate for families:** Represent and support families during meetings and court hearings, ensuring they understand the child welfare system and policies related to foster care, adoption, and guardianship.

**Address**  
1750 S Brentwood Blvd., Suite 210  
St. Louis, MO 63144

**Phone / Fax**  
Office: 800.FOSTER.3 (314.367.8373)  
Fax: 314.241.0715

**Website**  
[www.foster-adopt.org](http://www.foster-adopt.org)



- **Engage families proactively:** Ensure wraparound services are provided, guiding families through the pre- and post-licensing process and addressing any concerns related to placement stability.
- **Maintain thorough documentation:** Ensure all required paperwork, including intake forms, assessments, progress notes, maintenance plans, and closing summaries, is completed in a professional and timely manner.
- **Participate in team and agency meetings:** Attend team and agency meetings, engage in professional consultations, and collaborate with internal and external partners to share insights and receive guidance.
- **Utilize software platforms:** Track, collect, and report program data using platforms such as Salesforce, ensuring timely and accurate reporting as required by the Foster & Adoptive Care Coalition and funders.
- **Respond to communication promptly:** Maintain a flexible work schedule to respond to communications from staff, clients, professionals, volunteers, and donors in a timely manner.
- **Demonstrate cultural competence:** Respect and engage effectively with individuals from diverse backgrounds, ensuring interactions are inclusive and respectful of all races, religions, genders, sexual orientations, ages, disabilities, and socioeconomic statuses.
- **Adhere to organizational standards:** Follow the Coalition's Employee Code of Conduct, Social Work Ethics, and Shared Values to maintain integrity and professionalism in all aspects of the role.
- **Maintain up-to-date records:** Complete daily activity logs, ensure the work calendar is current, and maintain accurate case records in line with program requirements and policies.
- **Stay informed about policy:** Continuously review and adhere to Missouri Children's Division policies, ensuring effective navigation of their policy manual for case management and advocacy.
- **Integrate feedback and collaborate effectively:** Receive feedback from training, coaching, and supervision, and demonstrate a strong ability to work collaboratively within a team setting to improve service delivery.

### **Non-Essential Functions:**

- Assist with administrative tasks and volunteer responsibilities as needed.
- Support other agency programs to achieve organizational goals.
- Perform other duties as assigned, with or without accommodation

## **Qualifications & Requirements**

### **Education**

Bachelor's degree in social work or related social service field required.

### **Experience**

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- Direct professional work experience in foster care licensing
- Minimum of two years in child welfare field with direct experience working with foster and adoptive families
- STARS Train the Trainer certified is preferred
- SAFE trained or available to complete training within 60 days

### **Skills & Competencies:**

- Proficient in Microsoft Office Suite and Salesforce (or similar software).
- Strong verbal and written communication skills.
- Ability to build relationships with families and community resources.
- Creative problem-solving skills.
- Excellent organizational and time-management abilities.
- Experience working in multicultural environments and understanding diverse family needs.
- Knowledge of Missouri Children’s Division policies.

### **Additional Requirements:**

- Automobile, automobile insurance, and valid driver’s license required.
- Occasional transportation of children/families.
- Must maintain confidentiality and have a clean criminal history.
- Must fulfill mandated reporting responsibilities in Missouri.
- Demonstrates integrity, accountability, and commitment to high ethical standards.
- This position requires passing background checks (references, Family Care Safety Registry, Form 1-9, etc.).

### **Agency Accountability:**

- Complete daily activity logs and maintain an updated Outlook calendar.
- Adhere to the Coalition’s Shared Values, Employee Code of Conduct, and Social Work Code of Ethics.

### **Working Conditions:**

- Flexibility required, with evening and weekend hours as needed.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM. This position requires work outside of those hours to meet the needs of clients and program expectations.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting to 25 lbs., and pulling and/or pushing on occasion.
- Work performed in both community and office settings.
- Use of an insured vehicle is required for local travel.

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**Agency Shared Values**

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and their colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone’s unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

**Job Description Acknowledgment**

By signing below, I acknowledge that I have received, reviewed, and fully understand the job description for this position. I am aware of my responsibilities and the expectations outlined, and I am committed to fulfilling the essential functions of this role.

<b>Printed Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

<b>Chief Program Officer:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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<b>Chief Human Resources Officer:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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