



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

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Family Works Specialist			
Department:	Specialized Support	Date Prepared:	02/02/2024
FSLA Status:	Full-Time, Exempt	Reports to:	Director of Family Works

Summary of Position

The Family Works program is an in-home parenting support intervention intended to stabilize and enhance foster, pre and post-adoptive, and guardianship homes at risk of disruption due to the family's depleted capacity to meet the needs of children impacted by abuse and neglect.

The Family Works Specialist has a master's degree in social work or a counseling related field. They have extensive training and clinical understanding of developmental trauma, neurobiology, attachment, and their impact on foster/adoptive youth and families. Enrolled families have access to support from their Specialists during a crisis. This sometimes occurs after office hours and on weekends.

The program focuses on increasing the caregiver's capacity to understand, accept, and effectively respond to the behavioral challenges children and youth present. Through this program, caregivers are provided support, skills, validation, and psychoeducation to remain open and engaged with their child, even during challenging behaviors, creating a haven for growth and healing.

The program follows the principles of Dyadic Developmental Psychotherapy (DDP). It uses strategies and techniques to help the family stabilize and further support the child(ren) to develop greater relational skills, increase their sense of personal safety and security, resolve developmental trauma, and facilitate new relationships.

Projected Outcomes:

- 80% of children will remain home or move to a more stable living situation
- 70% of parents have knowledge, skills, and support for positive parenting (measured by the Parental Stress Scale)

Essential Functions & Responsibilities

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



- Utilize knowledge of complex developmental trauma and attachment-based strategies to educate parents and caregivers about the unique issues surrounding adoption and guardianship, identity development, loss, grief, attachment, and trauma.
- Appointment days and times are dependent on the availability of individual families assigned to the specialist. Given the nature of this position, up to 20% of the work hours can be expected to occur in the evenings and/or weekends.
- Identify, collaborate with, and refer to collateral service providers.
- Respond to families in crises in an urgent and timely manner.
- Respond to communication from families, staff, and professionals promptly.
- Provide face-to-face child and family interventions.
- Partner with families to identify and establish attainable goals and support families in achieving them.
- Navigate and use various software packages to promptly obtain, collect, and track program data as required by the funder and the Foster & Adoptive Care Coalition. This includes but is not limited to Salesforce.
- Provide wraparound services by cultivating and networking with resource and referral services and support within the community (i.e., school programs, family court, summer camps, therapy services). Link children and families to such services and support.
- Request and review psychological, medical, educational, legal, and social service records supporting the child and family to reach the goals.
- Attend and actively participate in meetings related to supporting the child and family to reach the identified goal(s). The majority of meetings should be in person.
- Respect and demonstrate understanding of differences, including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability, and socioeconomic status.
- Receptive and responsive to training, coaching, supervision, and feedback; works well in a team setting.
- Visit with the child and family in-home or in the community to address concerns that relate to placement stability.
- Participate in team and agency meetings and individual professional consultations. The majority of these meetings should be in person.
- Complete thorough, professional, and timely documentation (i.e., intake forms, assessment, progress, and activity notes, progress maintenance plans, and closing summaries)
- Complete internal referrals to agency services such as Educational Advocacy, Little Wishes, training opportunities, support groups, etc.

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- Maintain accurate files and records for each client.
- Complete daily billing documentation accurately and timely
- Complete daily activity log.
- Follow procedures for meeting with, calling, and consulting supervisors.
- Keep the work calendar current.

Department-Specific / Non-Essential Functions

- Participate in agency meetings, functions, and activities as required.
- Complete assigned office tasks.
- Complete ongoing education as approved by or assigned by supervisors.
- Support the Coalition's mission – attend special events, training events, and other "all hands on deck" activities.
- Other duties as assigned with or without accommodation.

Qualifications & Requirements

Education:

- Master's degree in counseling, social work, or a related counseling field.
- LMSW, LCSW, PLPC, or LPC preferred.

Experience

- 2 Years of experience in child welfare or related field with direct client contact.

Preferred Skills / Qualifications

- Knowledge of developmental trauma, attachment-based interventions, and normative child development.
- Knowledge of general child welfare best practices, policies, laws, and procedures.
- Ability to successfully engage families and support them during times of crisis.
- Ability to build rapport and relationships with children and families during face-to-face meetings and phone contact.
- Ability to critically assess family and relational functioning in a strengths-based manner.
- Ability to assess risk and develop comprehensive safety plans.
- Ability to communicate verbally and in writing with children, families, and professionals.
- Ability to collect and integrate relevant data and resources.
- Ability to identify, work with, and refer to wraparound services and support in the family's communities.
- Ability to use typical office computer programs (i.e., Microsoft Outlook and Word), fax, copier, and cell phone.

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- Car and valid driver's license and insurance required.
- Excellent verbal skills to communicate clearly and respectfully to foster/adoptive families and community partners.
- Computer skills to enter and retrieve information, excellent written skills.
- Ability to complete monthly and quarterly reports and meeting notes.
- Sound organizational skills to maintain up-to-date information about each family participating in the program.

Other Skills:

- Ability to be a team player.
- Ability to self-initiate and work independently.

Additional Skills/Competencies necessary to carry out services to the service population's culture and socioeconomic characteristics:

- Requires an understanding of diversity (racial, ethnic, sexual orientation, gender identity and expression, religious, socioeconomic, etc.) and sensitivity to the situations of the children and families the organization serves.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster & Adoptive Care Coalition.
- Must be able to provide own transportation and ability to drive within the Metro St. Louis Area and surrounding areas.
- Must be able to provide services in various settings (i.e., family homes, schools, and in the community) and cope with different circumstances (i.e., pets, distractions, conditions that differ from one's environment).
- Must be able to provide services in an inclusive and values-neutral fashion.
- Ability to identify needs unique to various diverse populations, including those of different gender identities, sexual orientations, ethnic groups, races, and physical or mental capacities, and address those needs with community resource referrals.
- Assist other professionals and team members in understanding diverse populations' unique needs/characteristics.
- Locate appropriate resources to communicate with limited-English-proficient individuals or those with hearing impairment.
- This position requires respect for the confidentiality of the children and families the organization serves.
- This position requires passing background checks (references, Family Care Safety Registry, Form 1-9).
- Must fulfill the responsibility as a mandated report in the State of Missouri.
- Demonstrates accountability for results and keeps commitments to others.

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Organizational Relationships/Scope

- This position reports to the Director of Family Works. Collaborative consultation will be sought from all program teams.

Working Conditions

- This position entails work in the community and office.
- While performing this job's duties, the employee must communicate effectively.
- The physical requirements of this job include sitting, standing, walking, climbing stairs; lifting to 25 lbs., pulling and pushing on occasion.
- Local travel to multiple sites is required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 a.m. – 4:30 p.m.
- This position requires flexibility. Appointment days and times are dependent on the availability of individual families assigned to the specialist. Given the nature of this position, up to 20% of the work hours can be expected to occur in the evenings and/or weekends.

Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and 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 here.
- **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.

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Disclaimer

The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees assigned to this position.

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