



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Replication Manager

Department:	General Support	Date Prepared:	September 11, 2025
FSLA Status:	Full-Time, Exempt	Reports to:	Director of Institute for Child Welfare Innovation

Summary of Position

The Replication Manager is responsible for leading the training, coaching, and fidelity oversight of the 30 Days to Family® program at replication sites across the United States. The Replication Manager engages in replication activities at each site by becoming familiar with and applying jurisdictional policy, state and federal legislation, practice, and regional specific cultural considerations. Designing and facilitating replication and stakeholder training, as well as educational materials and activities for site technical support is a primary responsibility of this Manager. The role requires a high level of responsiveness, adaptability, and a commitment to maintaining program fidelity and outcomes. The Replication Manager ensures each partner site is equipped with the tools, knowledge, and support necessary to successfully implement and sustain the 30 Days to Family® model with integrity.

This position is based at the Foster & Adoptive Care Coalition offices in St. Louis, MO but involves frequent national travel, often on short notice, to provide on-site support, coaching, and consultation.

Essential Functions & Responsibilities

Program Replication & Fidelity

- Serve as the primary lead for training, coaching, and ensuring fidelity of the 30 Days to Family® program across all replication sites.

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



- Respond promptly to site needs, especially during early implementation phases (exploration & launch)—must be available to travel with minimal notice in time-sensitive situations.
- Conduct site visits and virtual coaching to provide hands-on support throughout the replication process.
- Under the guidance of direct supervisor and senior program director, support all phases of replication:
 - Exploration Phase: Leadership team creation and expectation setting, stakeholder engagement, readiness assessments, statute/policy review, and reaching a mutual decision to proceed.
 - Installation Phase: Stakeholder training, action plan creation and maintenance, leadership team stewarding, staff hiring consultations, and formal Replication Training delivery.
 - Launch & Fidelity Monitoring: Provide real-time support including coaching sessions and stakeholder in-service sessions as needed; coordinate, collect and analyze site outcome data, conduct site visits including fidelity reviews of files, facilitate corrective action planning where needed, and provide support in the event of staff turnover.
- Ensure fidelity to the model through ongoing training, support, and site coaching, adapting strategies to site-specific contexts while upholding core program standards.

Training & Coaching

- Design and deliver program-specific training to site staff and leadership, as well as stakeholders, both in-person and virtually.
- Coach site-based teams in best practices, program components, ethical implementation, and strengths-based approaches.
- Provide tailored technical assistance based on each site's progress, challenges, and needs.
- Facilitate regular check-ins and learning opportunities to build site capacity and confidence in program delivery.

Collaboration & Communication

- Act as the primary liaison between replication sites and the Coalition's internal teams, ensuring aligned goals and smooth implementation.
- Maintain frequent, clear, and supportive communication with sites and stakeholders.
- Coordinate closely with the Director and other Institute for Child Welfare Innovation staff to ensure consistency and quality of services.

Documentation & Logistics

- Maintain accurate records of services delivered, site progress, and fidelity monitoring tools.
- Track and report time, activities, and travel accurately.
- Assist in invoicing and cost documentation for services provided to replication sites.

Qualifications & Skills:

- Deep understanding of and commitment to the mission and outcomes of 30 Days to Family®.
- Proven ability to teach, coach, and support others in structured program models.

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- Strong organizational skills, with the ability to manage multiple sites and shifting priorities.
- Comfortable traveling frequently and flexibly, often with minimal notice.
- Excellent written and verbal communication skills.
- High emotional intelligence, cultural humility, and commitment to ethical practice.
- Ability to work independently and collaboratively in a fast-paced, mission-driven environment.
- Experience with data analysis and outcome tracking preferred.

Working Environment & Expectations

- This role requires rapid response capabilities and a flexible schedule, including national travel to support replication sites in real time.
- Participation in agency-wide meetings, team collaboration, and ongoing supervision is expected, with a combination of in-person and virtual engagement.
- The specialist will represent the Coalition and the 30 Days to Family® model in a professional, consistent, and mission-aligned manner at all times.
- Complete daily activity log.
- Maintain an up-to-date Outlook calendar.
- Adhere to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

Department Specific / Non-Essential Functions

- Other duties as assigned with or without accommodation.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.

Qualifications & Requirements

Education

- Bachelor's degree in Social Work, Human Services, or a related field is required

Experience, Skills & Qualifications

- 5 years of experience in child welfare.
- Demonstrated commitment to the 30 Days to Family® model and support of team members using family search and engagement programs.
- In-depth knowledge of child welfare statutes and policies, including the Fostering Connections to Success Act (2008) and Senate Bill 683.
- Superior leadership and management skills; able to engage and influence direct and indirect reports.
- Skilled in coaching, supervising, and emotionally supporting staff to ensure program fidelity and positive morale.

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- Strong verbal and written communication skills for working with children, families, professionals, and for reporting and documentation.
- Effective advocacy skills and ability to teach strengths-based, ethical approaches.
- Ability to integrate best practices into program benchmarks and assess family dynamics from a strengths-based lens.
- Proficient in Microsoft Office (Outlook, Word, Excel) and navigating software systems to collect, track, and report program data.
- Strong organizational and time management skills; adept at multitasking and prioritizing.
- Detail-oriented self-starter with strong analytical and problem-solving abilities.
- Experience in team facilitation, persuasion, conflict resolution, and negotiation.
- Adaptable and flexible in a rapidly evolving work environment.
- Skilled in identifying and coordinating with community-based collateral services and supports.

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Stresses a respect for the confidentiality of the children and families the organization serves.
- Requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster & Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Organizational Relationships/Scope

- This position reports to the Director of Child Welfare Innovation Collaborative consultation will be sought from all teams.

Working Conditions

- This position entails work in the community and office.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting up to 25 lbs., pulling and/or pushing on occasion.
Use of automobiles for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

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Agency Shared Values

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

- We respond to individual needs, histories, and obstacles with intention, dignity, and urgency. By remaining adaptive and attuned to lived experiences, we ensure our policies and practices provide pathways to support, safety, opportunity, and a voice for all.
- 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.
- Together, we thrive by respecting, valuing, embracing, and celebrating each person's unique strengths, experiences, perspectives, and abilities. We empower every individual to contribute to their full potential.
- We are intentional about knowing better and doing better, using innovative and solution-focused approaches with courageous passion and excellence.
- 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.
- We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- We develop and maintain authentic relationships by being flexible and open-minded and maximizing the talents of each individual in the team to accomplish the best outcome for our children and families.

Disclaimer

The above statements are intended to 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.

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Printed Employee Name:		Date:	
Employee Signature:			

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