



# FOSTER & ADOPTIVE CARE COALITION

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

### Director of 30 Days to Family®

<b>Department:</b>	Child Specific Recruitment	<b>HR Approved:</b>	12/15/2025
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of 30 Days to Family®

#### Summary of Position

This supervisory role provides leadership and oversight within a short-term, intensive intervention program designed to rapidly identify and engage relatives and kin for youth entering foster care. Central to this work is the *30 Days to Family®* model—an evidence-based, high-intensity approach that aims to ensure that every child entering care is placed with safe, stable family as quickly as possible. The model emphasizes comprehensive family finding, robust engagement, and the development of strong, sustainable support networks so children can maintain stability, preserve connections, and avoid unnecessary time in foster care.

The Supervisor is responsible for guiding staff in executing this model with fidelity while ensuring compliance with the Fostering Connections to Success and Increasing Adoptions Act of 2008, Senate Bill 683, and other applicable Missouri statutes. This includes overseeing staff as they immediately begin identifying and engaging non-offending parents and grandparents, followed by an extensive search for up to 80 additional maternal and paternal relatives who may serve as placement options or provide ongoing support.

The Supervisor ensures that staff pursue multiple safe placement possibilities to safeguard against fragile or disrupted placements and that every effort is made to keep siblings together, preserve the youth's school of origin, and maintain important relationships with friends and supportive adults.

Once a placement provider is identified—whether prior to the Protective Custody Hearing or later—the Supervisor directs staff in delivering targeted support to promote placement stability. Responsibilities include ensuring thorough assessment of youth and family needs, coordinating family and community resources, removing barriers to relative placement, and overseeing the development of comprehensive plans that integrate both formal and informal supports.

To effectively support families and staff, the Supervisor may oversee work occurring during evenings or weekends, which typically accounts for approximately 10% of the team's responsibilities.

#### Key Responsibilities

- Provide visionary leadership to expand and strengthen family search and engagement programs in alignment with legal mandates and best practices.

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- Use data to inform program development, assess outcomes, and drive continuous improvement.
- Lead the finalization and integration of fidelity standards to ensure consistent, high-quality service delivery.
- Assess and enhance staffing capacity and resource allocation to meet program demands and growth goals.
- Supervise and support the search and engagement team, fostering professional development and strong performance.
- Develop and implement program policies, procedures, and training frameworks.
- Collaborate with internal teams, external partners, and system stakeholders to strengthen referral processes and improve kinship outcomes.
- Oversee accurate documentation and reporting systems, ensuring compliance with funder requirements and internal metrics.
- Promote sustainability and innovation across family search and engagement initiatives through strategic problem-solving and continuous feedback loops.

### Core Beliefs

Candidates must demonstrate a strong commitment to the following:

- Children belong with family whenever safely possible.
- Families are experts in their own systems and may need guidance to identify and organize their strengths.
- All families have members who are willing and capable of caring for children.
- Relatives have the right to know a child in their family exists.
- Everyone can contribute to a child's safety, stability, and success.

### Essential Functions

As a member of the Coalition's Leadership Team, the individual who holds this position must demonstrate the ability to:

- Provide constructive and strategic feedback to the Leadership Team.
- Facilitate decision-making and communications within and between internal and external constituents and professionals for the development and enhancement of the organization.
- Direct and develop people
  - Willingness to initiate difficult discussions when needed.
- Shape positive organizational culture by creating an environment of open communication, transparency, well-being, trust, and collaboration.
- Evaluate and monitor team and agency-wide progress towards annual goals and objectives.
- Drive execution by turning strategy into results.
- Have vision and see the big picture (especially when things get challenging).
- Demonstrate emotional, professional, and emotional maturity, introspection.
- Stand up and get involved when necessary

*...Lead by example*

The individual who holds this position must demonstrate the ability to provide:

### Program Supervision and Management

- Provide direct supervision and support to program Specialists.
- Develop and implement program policies, procedures, documentation tools, and quality assurance systems.
- Manage intake and referral processes for clients in both programs.
- Ensure compliance with program standards, legal requirements, and fidelity to the model.

### Staff and Partner Training

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- Train staff and partner agencies on the Fostering Connections Act (2008), Senate Bill 683, relevant Missouri statutes, and Children's Division policies.
- Offer guidance, coaching, and supervision to team members and respond constructively to feedback.

#### **Family Finding and Support**

- Support specialists in conducting Family Finding activities, identifying a minimum of 80 family/kin connections per client using:
  - Internet and database searches
  - Case file reviews (Children's Division, Juvenile Court)
  - Client and family interviews
- Assist in preparing families for placement and navigating licensing or service barriers.
- Visit children and families in-home or in the community to support placement stability.

#### **Documentation and Reporting**

- Maintain accurate and timely client records, activity logs, and monthly billing/invoicing documentation.
- Provide referring agencies with complete documentation (e.g., genograms, contact lists, identified supports).
- Complete all required forms and reports, including intake forms, assessments, progress notes, maintenance plans, and closing summaries.

#### **Collaboration and Communication**

- Facilitate collaboration with referral agencies, juvenile court personnel, and community partners to ensure seamless service delivery.
- Collaborate with internal and external stakeholders to continuously improve program effectiveness.
- Participate in team and agency meetings, consultations, and case reviews—primarily in person.
- Performs duties primarily in-office, with regular, predictable attendance required to support in-person collaboration, meetings, and access to onsite resources.

#### **Technology and Data Management**

- Utilize software tools (e.g., Salesforce) to track, manage, and report program data as required by funders and the Foster & Adoptive Care Coalition.

#### **Professional Conduct**

- Communicate professionally and respond promptly to families and professionals.
- Demonstrate cultural competence and respect for diversity across all dimensions.
- Follow established procedures for supervision and team communication.

#### **Agency Accountability**

- 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.

#### **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 a social service field is required

##### **Experience**

Minimum 5 years in child welfare program direct practice and leadership, with experience in performance

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management, evaluation, or data systems. Supervisory experience or demonstrated leadership insight and strategic judgment required.

**Strong candidates will possess:**

- Advanced strategic thinking and planning capabilities
- Exceptional attention to detail, ensuring accuracy and consistency in data, reporting, and documentation.
- Expertise in applying continuous quality improvement and evaluation frameworks to nonprofit settings.
- Experience in Case Management & Resource Parent Licensing
- Knowledge and familiarity with the policies and procedures of the Juvenile/Family Courts, area Children's Division offices, and contracted Foster Care Case Management (FCCM) agencies in St. Louis and the surrounding counties
- Missouri Children's Division FACES training

**Preferred Skills / Qualifications**

- Demonstrated commitment to the above essential philosophies and assist and support team members as they navigate the 30 Days to Family® model with which other family search and engagement programs have been modeled.
- Working knowledge of the Fostering Connections to Success Act (2008) and Senate Bill 683, along with other Federal, State, and local child welfare statutes, guidelines, and policies.
- Superior management skills: the ability to influence and engage direct and indirect reports and peers.
- Ability to integrate promising or best practices into program benchmarks.
- Ability to communicate verbally and in writing with children, families, and professionals.
- Demonstrate effective advocacy skills, both verbal and written.
- Ability to coach and supervise staff to ensure program fidelity.
- Ability to support and supervise staff on a case-based and emotional level to maintain positive morale.
- Ability to collect and integrate relevant data and resources.
- Capacity to critically assess family and relational functioning in a strengths-based manner.
- Ability to identify, work with, and refer to collateral services and supports in the families' communities.
- Aptitude to teach and foster ethical and strengths-based approaches.
- Strong organizational skills and strong time management.
- Experience in team persuasion and facilitation, including conflict resolution and negotiation.
- Adaption and flexibility.
- Navigate various software packages to obtain, collect, and track program outcomes data in a timely manner as required by the funder and/or the Foster and Adoptive Care Coalition.

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

- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- 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, etc.).
- This position 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 and Adoptive Care Coalition.

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- Demonstrates accountability for results and keeps commitments to others.

### **Organizational Relationships/Scope**

This position reports to the Senior Director of Child Specific Recruitment. Collaborative consultation will be sought from all program teams.

### **Working Conditions**

- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting to 25 lbs., pulling and/or pushing on occasion.
- This position entails work in the community and office.
- Use of automobiles for local travel to multiple sites including client homes and other community organizations is required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM.
- This position requires flexibility to meet the needs of the family and the agency training schedule. Evening and weekend hours may be required to meet the expectations of this position.

### **Agency Shared Values**

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

- We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- 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.
- We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- 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 strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

### **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.

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