



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Adoption Specialist (Extreme Recruiter)

Department:	Child Specific Recruitment	HR Approval:	1.15.2026
FSLA Status:	Full-Time, Exempt	Reports to:	Director of Extreme Recruitment

Summary of Position

The Extreme Recruiter is responsible for spearheading and expediting the adoption recruitment activities of the child welfare team. Extreme Recruitment® works exclusively with the hardest-to-place children: ages 10-18, sibling groups, and youth with emotional, developmental, or behavioral concerns. The position requires the recruiter to carry out all aspects of multi-faceted, child-specific adoption recruitment. The Extreme Recruiter will facilitate 12-20 weeks of team meetings with the goals of ensuring a system of supportive adults for at least 85% of youth, and identifying a permanent resource committed to adoption or guardianship for at least 70% of youth. Prior to the active recruitment phase of 12-20 weeks, the Extreme Recruiter will complete pre-work. Pre-work may include beginning the recruiter's familiarization to the case history, building a relationship with youth(s) and placement provider, making recommendations regarding services that may be beneficial during active recruitment, as well as other activities. Once a permanency option is identified, the Extreme Recruiter holds monthly team meetings until an adoption or guardianship is finalized. If an identified permanency resource disrupts, the Extreme Recruiter may remain involved in the case doing monthly meetings to secure and support a second permanency option.

Essential Philosophies:

All candidates for the Extreme Recruiter position must demonstrate their commitment to the following program philosophies:

- Foster care is intended to be a *temporary* living arrangement.
- *Every* child is adoptable and deserves a permanent, loving home.
- Relative/kinship placements are generally preferred, however non-relative placements are also explored.
- Having multiple options for permanency is *not* a problem.
- Every person in a child's life can offer assistance, especially by providing information.
- Youth do not need to be "stable" to be worthy of a permanent home. Many youth need permanency before their behavior truly stabilizes.

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

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Office: 800.FOSTER.3 (314.367.8373)
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Website
www.foster-adopt.org



Essential Functions & Responsibilities

- Assist the case manager and court officials with meeting the Fostering Connections to Success Act, applicable Missouri statutes, and Missouri Children's Division policy in regard to relative/kin notification and placement
- Participate in court hearings, external and internal team and agency meetings, and/or individual or group professional consultations. Majority of these meetings should be attended in person. Schedule, facilitate and participate in meetings with youths' teams including: ER supervisor, case manager, case manager's supervisor, GAL, DJO, therapist, placement provider, etc.
- Complete thorough and professional documentation (i.e. intake forms, progress activity notes, progress maintenance plans, assessments, profiles and closing summaries.)
- Complete internal referrals to agency services such Family Works, Little Wishes, training opportunities, and support groups, etc. Complete external referrals to community resources and services such as therapy, evaluations, trainings, etc.
- Request, review, and analyze relevant documentation such as psychological evaluations, IEP documents, therapy reports, birth records, etc.
- Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.
- Visits with the child and family in-home or in the community to address concerns that relate to placement stability and provide support to foster/adoptive parents.
- Case Record Review: Mine the child's Children's Division, contracted case management, and court files for names, dates of birth, addresses, phone numbers, and other relevant identifying information of kin/relatives. Complete Trauma and loss history from this information.
- Receives and responds to training, coaching, supervision, and feedback; works well in team setting.
- Ensure an initial assessment of adoption readiness is conducted initially and updated as the case progresses, which will include weekly review of the youth's current placement, mental health needs, physical health needs, adult relationships, peer relationships, and educational needs.
- Assist in conducting a diligent search to identify a minimum at least 40 family members; with which to connect the youth with safe, appropriate kin while exploring with family members a permanency plan that includes a formalized natural supports network.
- Ensure that all child-specific, targeted, and general recruitment strategies are conducted per the program manual.
- Understanding of, or ability to learn Genopro.

Qualifications & Requirements

Education:

Bachelor's Degree in Social Work or related field.

Experience:

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- Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles.
- Direct professional experience in child welfare with knowledge of foster care and adoption in the St. Louis area is strongly preferred.

Skills & Qualifications:

- Ability to work outside of a “business as usual” model by being an outside of the box problem solver.
- Excellent written and verbal communication.
- Strong organization skills and superior time management.
- Professional maturity to work independently, while also engaging with peers and supervisory staff.
- Superior advocacy skills.
- Experience in team persuasion and facilitation, including conflict resolution and negotiation.
- Adaptation and flexibility.
- Ability and comfort to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability, and socioeconomic status.
- Navigate various software packages to obtain, collect, and track program outcome data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition.
- Car and valid driver’s license and insurance required. Valid driver’s license, reliable vehicle, and insurance required.

Additional Skills/Competencies necessary to carry out services to the service population’s culture and socio-economic 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, fingerprinting, 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 & Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Agency Accountability

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- Completes daily activity log.
- Maintains an up-to-date Outlook calendar.
- Adheres to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

Non-Essential Functions:

- Assists with administrative tasks and volunteer responsibilities as needed.
- Supports other agency programs to achieve organizational goals.
- Performs other duties as assigned, with or without accommodation.

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 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-

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mindful 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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