



# FOSTER & ADOPTIVE CARE COALITION

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

### Foster & Adopt Stability and Support Specialist (Family Works Specialist)

<b>Department:</b>	Specialized Support	<b>Date Prepared:</b>	1.14.2026
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of Family Works

### Summary of Position

The Family Works program is an in-home parenting support intervention designed to stabilize and strengthen foster, pre-adoptive, post-adoptive, and guardianship families at risk of placement disruption. The program serves families whose capacity to meet the complex needs of children impacted by abuse and neglect has been significantly strained.

Foster & Adopt Stability and Support Specialists hold a master's degree in social work or a related counseling field and possess specialized training and therapeutic understanding of developmental trauma, neurobiology, attachment, and their effects on foster and adoptive children and families. Specialists provide crisis support to enrolled families as needed, which may include availability outside of standard business hours, including evenings and weekends.

The program emphasizes building caregivers' capacity to understand, accept, and effectively respond to challenging behaviors exhibited by children and youth. Through individualized support, skill development, validation, and psychoeducation, caregivers are supported in remaining emotionally present and engaged with their children—even during periods of significant behavioral difficulty—thereby creating a safe and nurturing environment for healing and growth.

Family Works are grounded in the principles of Dyadic Developmental Psychotherapy (DDP) and utilize trauma-informed strategies to promote family stability. Interventions focus on strengthening relational skills, enhancing children's sense of safety and security, addressing developmental trauma, and fostering healthy, secure relationships within the family system.

### Essential Functions & Responsibilities

- Utilize trauma-informed, attachment-based strategies to educate and support parents and caregivers on issues related to adoption and guardianship, including identity development, loss, grief, attachment, and developmental trauma.

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- Schedule and conduct appointments based on family availability; up to 20% of work hours may occur during evenings and/or weekends.
- Provide direct, face-to-face interventions with children and families in home and community settings.
- Respond promptly and effectively to family, providing stabilization and support.
- Maintain timely, professional communication with families, agency staff, and community partners.
- Collaborate with families to identify strengths, set realistic goals, and support progress toward achieving those goals.
- Identify, collaborate with, and refer to collateral and community-based service providers.
- Provide wraparound support by building relationships with community resources (e.g., schools, courts, camps, therapy providers) and linking families to services.
- Obtain, review, and utilize psychological, medical, educational, legal, and social service records to inform interventions.
- Attend and actively participate in team meetings, case conferences, and collateral meetings; most meetings are held in person.
- Demonstrate cultural humility and effectively engage individuals of diverse backgrounds, including differences in race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability, and socioeconomic status.
- Participate in training, coaching, supervision, and feedback; work collaboratively as part of a multidisciplinary team.
- Complete thorough, accurate, and timely documentation, including assessments, progress notes, activity logs, maintenance plans, and closing summaries.
- Accurately complete daily billing documentation and activity logs in accordance with agency and funder requirements.
- Utilize required software systems to collect and track program data, including Salesforce.
- Submit internal referrals to agency services such as Educational Advocacy, training, support groups, and other resources.
- Follow agency procedures for supervision, consultation, and communication.
- Maintain a current and accurate work calendar.

## **Qualifications & Requirements**

### **Education:**

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

### **Experience**

- Background providing trauma-informed, attachment-based services to children and families impacted by abuse, neglect, adoption, foster care, or guardianship.

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- Ability to deliver in-home or community-based family interventions, including crisis response, care coordination, and collaboration with multidisciplinary providers.
- Competence in working with complex family systems and behavioral challenges, including goal development, progress documentation, and use of data systems to support service delivery.

## **Skills & Qualifications**

- Strong knowledge of developmental trauma, attachment-based interventions, and normative child development.
- Familiarity with child welfare best practices, policies, laws, and procedures.
- Ability to engage and support families effectively, including during times of crisis.
- Skilled at building rapport and fostering positive relationships with children and caregivers, both in-person and via phone or virtual contact.
- Competence in assessing family and relational functioning using a strengths-based approach
- Ability to evaluate risk and develop comprehensive safety plans.
- Excellent verbal and written communication skills with children, families, and professionals.
- Proficient in collecting, analyzing, and integrating relevant data and resources to inform interventions.
- Ability to identify, coordinate with, and refer families to community-based wraparound services and supports.
- Proficient with standard office technology, including Microsoft Outlook, Word, fax, copier, and mobile communication tools.
- Valid driver's license, reliable vehicle, and insurance required.
- Strong organizational skills to maintain accurate, up-to-date records and documentation for all families
- Ability to prepare and complete timely reports, progress notes, and meeting summaries.

## **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 and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitment to others.

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## **Agency Accountability**

- 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.

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- 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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