



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Relative Licensing and Support Specialist (Families United Specialist)

Department:	General Support	HR Approval:	1.14.2026
FSLA Status:	Full-Time, Exempt	Reports to:	Director of Families United

Summary of Position

Families United is a comprehensive relative support program dedicated to assisting relatives and kinship caregivers in navigating the foster care licensing process while offering emotional and practical support. We recognize that kinship placements can occur unexpectedly, often placing immediate and significant responsibilities on caregivers. Our goal is to support families every step of the way, providing advocacy, education, resources, and crisis assistance to help them maintain stable, healthy homes for their loved ones.

The Families United program offers license-ready assistance which focuses on guiding families through the entire foster care licensing process. This includes completing home studies, gathering necessary documents, attending court hearings, providing required training, and connecting families with community resources. Once a family is licensed, ongoing support continues until the child's case closes.

Essential Functions & Responsibilities

- **Guide relative caregivers through the licensing process:** Assist in completing necessary forms, conducting home assessments using the SAFE model, and provide ongoing support throughout the foster care journey.
- **Conduct home visits and maintain communication:** Complete at least four home visits during the 90-day pre-licensure period and maintain weekly communication with families through phone calls, emails, or in-person visits to offer continuous support, coaching, and resources.
- **Facilitate caregiver training:** Lead pre-service and in-service training for caregivers, including specialized training such as STARS Training, Informed Consent, Psychotropic Medication Management, and other relevant topics.
- **Advocate for families:** Represent and support families during meetings and court hearings, ensuring they understand the child welfare system and policies related to foster care, adoption, and guardianship.

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



- **Engage families proactively:** Ensure wraparound services are provided, guiding families through the pre- and post-licensing process and addressing any concerns related to placement stability.
- **Maintain thorough documentation:** Ensure all required paperwork, including intake forms, assessments, progress notes, maintenance plans, and closing summaries, is completed in a professional and timely manner.
- **Participate in team and agency meetings:** Attend team and agency meetings, engage in professional consultations, and collaborate with internal and external partners to share insights and receive guidance.
- **Utilize software platforms:** Track, collect, and report program data using platforms such as Salesforce, ensuring timely and accurate reporting as required by the Foster & Adoptive Care Coalition and funders.
- **Respond to communication promptly:** Maintain a flexible work schedule to respond to communications from staff, clients, professionals, volunteers, and donors in a timely manner.
- **Demonstrate cultural competence:** Respect and engage effectively with individuals from diverse backgrounds, ensuring interactions are inclusive and respectful of all races, religions, genders, sexual orientations, ages, disabilities, and socioeconomic statuses.
- **Adhere to organizational standards:** Follow the Coalition's Employee Code of Conduct, Social Work Ethics, and Shared Values to maintain integrity and professionalism in all aspects of the role.
- **Maintain up-to-date records:** Complete daily activity logs, ensure the work calendar is current, and maintain accurate case records in line with program requirements and policies.
- **Stay informed about policy:** Continuously review and adhere to Missouri Children's Division policies, ensuring effective navigation of their policy manual for case management and advocacy.
- **Integrate feedback and collaborate effectively:** Receive feedback from training, coaching, and supervision, and demonstrate a strong ability to work collaboratively within a team setting to improve service delivery.

Qualifications & Requirements

Education

Bachelor's degree in social work or related social service field required.

Experience

- Minimum of two years in child welfare profession with direct experience working with foster and adoptive families
- STARS Train the Trainer certification is preferred
- SAFE trained or available to complete training within 60 days

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Skills & Qualifications:

- Proficient in Microsoft Office Suite and Salesforce (or similar software).
- Strong verbal and written communication skills.
- Ability to build relationships with families and community resources.
- Creative problem-solving skills.
- Excellent organizational and time-management abilities.
- Experience working in multicultural environments and understanding diverse family needs.
- Knowledge of Missouri Children's Division policies.

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 commitments to others.

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.

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- 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-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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