



# FOSTER & ADOPTIVE CARE COALITION

---

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

### Family Support Specialist—Franklin/Lincoln/Warren Counties

<b>Department:</b>	Regional Family Support	<b>HR Approval:</b>	April 30, 2026
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of Regional Family Support

### Summary of Position

The Family Support Specialist serves families impacted by foster care in Franklin, Lincoln, and Warren Counties, specifically those caring for youth under the jurisdiction of the court in these regions. The role involves providing direct support and case navigation services to foster, relative, and adoptive parents, and the child welfare team. The specialist works collaboratively with all involved parties, including the child and caregiver, to assist in meeting the identified program goals.

The primary focus of the Family Support Specialist is to support the development and implementation of individualized advocacy or case plans aimed at preventing placement disruptions. The Specialist will assist in identifying additional familial and natural supports, provide referrals to community resources, and work toward strengthening partnerships between families and the child welfare team.

### **Core Areas of Focus:**

The Family Support Specialist will focus on providing services in five key areas of support, designed to help prevent placement disruptions and promote family stability:

#### 1. **Education Support:**

- Assist with enrolling children in an appropriate school setting that supports placement stability.
- Ensure children receive tailored education plans, including Individualized Education Programs (IEP) or 504 plans, if applicable.
- Facilitate evaluations for special education needs and advocate for children's rights, including during suspension periods.

#### 2. **Mental Health Support:**

- Focus on child safety by addressing mental health concerns and supporting the family's healing journey, especially in cases of trauma and attachment issues.
- Empower caregivers with tools and resources to advocate effectively for their children.

**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](http://www.foster-adopt.org)



- Navigate mental health services to ensure children receive necessary care while maintaining family stability.
  - Assist families in accessing services through the Department of Mental Health (DMH) and coordinate care with medical and mental health providers.
- 3. Parent Coaching & Behavioral Health:**
- Provide coaching and education for foster and adoptive parents of children with high behavioral needs.
  - Increase caregivers' understanding of trauma-related behaviors to prevent placement disruptions.
  - Utilize the Dyadic Developmental Psychotherapy (DDP) tool of PACE (Playfulness, Acceptance, curiosity, and Empathy) to support families in managing behavioral health concerns effectively.
- 4. Kinship Navigation:**
- Assist kinship caregivers in navigating licensing processes and accessing resources.
  - Provide guidance and training to help kinship caregivers better understand the needs of the child and provide the appropriate care.
- 5. Resource, Referral, and Case-Based Advocacy:**
- Maintain an up-to-date knowledge of community resources to ensure families receive meaningful support.
  - Collaborate with kinship providers to assess the child's needs and develop a service plan, drawing from both the agency and community partners.
  - Advocate for caregivers, assisting them in navigating the child welfare system and addressing case-specific concerns.

**Desired Qualifications & Skills:**

- In-depth knowledge of community resources in Franklin, Lincoln, and Warren Counties related to education, mental health, parent coaching, and kinship care.
- Strong communication and collaboration skills to work effectively with families, child welfare teams, and community partners.
- Familiarity with child welfare practices and a commitment to supporting families in the foster care system.
- Ability to work independently, manage a caseload, and provide direct support to families while ensuring effective service delivery.

This position is based out of the Coalition's offices at 1220 North Lindbergh Boulevard, Creve Coeur, MO 63132.

**Essential Functions & Responsibilities**

- **Documentation & Data Management:** Maintain accurate daily activity logs, document program data in a timely manner using software such as Salesforce, and ensure documentation is complete, professional, and timely (e.g., intake forms, assessments, progress notes, closing summaries, and

**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](http://www.foster-adopt.org)



billing).

- **Family Engagement & Goal Setting:** Partner with families to identify and set achievable goals, providing the necessary support to help them reach those goals. Maintain a responsive and collaborative approach to training, coaching, and feedback.
- **Communication & Coordination:** Respond promptly to communication from families, caregivers, and professionals. Coordinate services and monitor progress to ensure placement stability. Visit families in-home or in the community as needed.
- **Case Advocacy & Support:** Provide case-based advocacy to guide families through the child welfare system. Support families in navigating educational, mental health, behavioral health, and kinship care services.
- **Community Resources & Networking:** Cultivate relationships with local resources, providing referrals to community services (e.g., afterschool programs, therapy, tutoring, etc.), and link children and families to appropriate supports.
- **Meetings & Collaboration:** Attend and actively participate in team and agency meetings, including IEP meetings, school conferences, and diagnostic staffings. Majority of these meetings should be attended in person (virtually during pandemic restrictions).
- **Professional Development:** Engage in regular supervision, training, and consultations to enhance skills and support the family support process. Keep work calendar current and maintain all required records.
- **Policy Knowledge:** Stay current with Missouri Children's Division policies, and effectively navigate the policy manual to assist families and professionals in case-based advocacy situations.
- **Trauma-Informed Support:** Utilize knowledge of developmental trauma and attachment-based strategies to educate parents and caregivers about adoption, guardianship, child development, grief, loss, attachment, and trauma.

## **Qualifications & Requirements**

### **Education**

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

### **Experience**

- Knowledge of the foster care system.
- Minimum of two years of experience in child welfare, with direct experience working with foster and adoptive families.
- Knowledge of services and supports in Franklin, Warren, and Lincoln Counties.

### **Skills & Competencies:**

- Proficient in Microsoft Office Suite and Salesforce (or similar program management software).
- Strong verbal and written communication skills, including the ability to engage and support diverse families.
- Ability to build strong relationships with individuals, families, and community resources.
- Problem-solving skills with the ability to creatively address challenges.

**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](http://www.foster-adopt.org)



- Strong organizational and time-management skills; ability to prioritize and manage multiple tasks effectively.
- Ability to work in multicultural environments and utilize an intersectional approach when addressing family needs.
- Knowledge of child welfare policies, especially related to respite services.

**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.

**Agency Accountability**

- Complete daily activity log and program billing as appropriate.
- 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:**

- 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

**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](http://www.foster-adopt.org)



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.

## **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.

---

### **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](http://www.foster-adopt.org)

