FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Family Search & Engagement Specialist

Department:	Child Specific Recruitment	**Date Prepared:**	HR Approved 07.17.2026
FSLA Status:	Full-Time, Exempt	**Reports to:**	Director of Family Search & Engagement

Summary of Position

The Family Search and Engagement Specialist provides intensive, short-term services to identify, locate, notify, and engage safe, appropriate relatives and kin for youth in foster care. Using family search and engagement practices modeled after 30 Days to Family®, this role supports compliance with the Fostering Connections to Success and Increasing Adoptions Act of 2008, Senate Bill 683, and applicable Missouri statutes, and contributes to family search and engagement efforts across multiple agency programs.

Family Search and Engagement Specialists provide services across various programs within the Foster & Adoptive Care Coalition, including Family Connections, Extreme Recruitment®, and Older Youth Readiness. Upon case assignment, the Specialist immediately identifies and engages non-offending parents and grandparents, then conducts a comprehensive search to locate, contact, and assess up to 80 additional maternal and paternal relatives.

The goal is to build a strong network of potential placement options and supportive connections, recognizing that foster care placements can be fragile. Efforts focus on maintaining sibling connections, preserving the youth's school of origin, and supporting meaningful relationships with friends and other supportive adults.

Once a placement resource is identified, the Specialist supports stability, based on program expectations, by assessing needs, connecting families to resources, addressing barriers, and developing support plans that include both formal and informal supports.

This position requires strong engagement skills, persistence, and the ability to navigate complex family dynamics. Services are delivered flexibly, including occasional evening and weekend hours (approximately 10%).

Essential Functions & Responsibilities

- Family Engagement and Support
  - Demonstrates a commitment to core program philosophies:
    - Youth belong with family.
    - Family takes care of family.
    - All families have capable members.
    - Families are experts on themselves.
    - Relatives have a right to know family exists.
    - Everyone has something to contribute.
  - Collects information from relatives/kin to expand the youth's support system and identify placement options.
  - Visits with the youth and family in-home or in the community to address placement stability.
- Family Finding and Diligent Search
  - Identifies and documents a minimum of 80 relatives/kin for each youth.
  - Conducts diligent search activities: internet/database searches, case file reviews, and interviews.
- Documentation and Case Management
  - Facilitates communication with referring agencies and provides family documentation (e.g., genograms, contact information).
  - Submits activity notes and billing documentation in accordance with funding requirements.
  - Maintains accurate client files and records.
  - Completes assessments at referral and closure to evaluate outcomes.
- Licensing and Placement Preparation
  - Assists in preparing families for licensure.
  - Provides additional community resources for relative resource providers to ensure placement stability.
- Program Compliance and Court Involvement
  - Assists case managers and court officials with compliance (Fostering Connections to Success Act, Missouri statutes, and policies).
  - Participates in court hearings, internal/external meetings, and professional consultations.
- Data Management and Reporting
  - Uses software to track program outcomes (e.g., Salesforce, Genopro).
  - Completes billing sheets and daily activity logs accurately and on time.
- Team Collaboration and Professional Development
  - Responds to supervision, coaching, and feedback.
  - Works effectively in a team setting.
  - Participates in training and development.

Key Responsibilities:

- Maintains professionalism in all interactions with families and professionals.
- Respects and effectively engages with individuals from diverse backgrounds.
- Responds to communication in a respectful and timely manner.
- Meets all outcome expectations for Family Connections cases, as well as all family-finding requirements for both the Extreme Recruitment® and Older Youth Readiness programs.
- Willing to learn and use relevant software tools (Genopro, Salesforce).
- Travels within the designated service area: St. Louis City, St. Louis, Jefferson, St. Charles, Lincoln, Warren, and Franklin counties.

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

- Other duties as assigned with or without accommodation.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.

Qualifications & Requirements

Education

Bachelor's degree in social work or a social service field

Experience, Skills & Qualifications

- Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles.
- Direct experience in the child welfare field with knowledge of foster care and adoption and experience in family interview, engagement, and assessment.
- Experience in resource parent licensing strongly preferred
- Sense of urgency and understanding of the importance of the fidelity principles as outlined through the 30 Days to Family® program guidelines.
- Ability to work outside of a "business as usual" model, including:
    - a "relentless" search for family
    - vigorous search for and engagement of fathers a strength-based approach to engaging family members in a problem-solving process to identify and organize their collective resources to support relative placement
- Excellent written and verbal communication
- Strong organizational skills and superior time management
- Professional maturity to work independently, while also engaging with peers and supervisory staff
- Superior advocacy skills
- Experience in team facilitation, including conflict resolution and negotiation
- Adaptability and flexibility

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Stresses a respect for the confidentiality of the children and families the organization serves.
- 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.

Organizational Relationships/Scope

- This position reports to the Director of Family Search & Engagement. Collaborative consultation will be sought from all teams.

Working Conditions

- This position entails work in the community and office.

- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting up to 25 lbs., pulling and/or pushing on occasion.
  Use of automobiles for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM CST.
- This position requires flexibility. 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 values:

- We respond to individual needs, histories, and obstacles with intention, dignity, and urgency. By remaining adaptive and attuned to lived experiences, we ensure our policies and practices provide pathways to support, safety, opportunity, and a voice for all.
- 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.
- Together, we thrive by respecting, valuing, embracing, and celebrating each person's unique strengths, experiences, perspectives, and abilities. We empower every individual to contribute to their full potential.
- We are intentional about knowing better and doing better, using innovative and solution-focused approaches with courageous passion and excellence.
- 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 talents of each individual in the team to accomplish the best outcome for our children and families.

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.

Printed Employee Name:		**Date:**	
Employee Signature:			