CHILD Inc.

Job Description

**Title: Director, Specialized Foster Care**

**Status: Exempt**

**Reports to: Executive Director**

**Minimum Qualifications:**

At least a Masters’ degree from an accredited program in social work or the related human services fields of child welfare, counseling, psychology, child psychology, family studies, or sociology and at least two years post-graduate experience in human services or child welfare with at least one year in administration; or

At least a Bachelors’ degree from an accredited program in social work or the related human services fields of child welfare, counseling, psychology, child psychology, family studies, or sociology and at least six years post-degree experience in human services or child welfare with at least two years in administration.

Must be willing to work a flexible schedule.

**Requirements:**

* Working knowledge of the principles of Foster Care Placement including Delacare Regulations.
* Working knowledge of all phases of child development.
* Working knowledge of the principles of human behavior.
* Working knowledge of the principles and practices of human problem solving.
* Understanding teamwork and supervision.
* Working knowledge of casework supervision.
* Working knowledge of the children’s services and family counseling field and the major practices and responsibilities of its agencies.
* Ability to work effectively with clients from diverse cultural backgrounds.
* Strong written and oral communications.
* Working knowledge of Microsoft Office Suite.
* Ability to participate in formulation of policy/procedures, to interpret policy/procedures and lead others in implementing changes or improvements.
* Ability to work effectively with clients, co-workers, and other agency representatives in a positive, flexible, non-judgmental manner.
* Ability to maintain statistical data and prepare accurate reports.
* Understanding of confidentiality and ethics as they relate to the position.
* Must have a drivers’ license, the level of liability insurance required by CHILD Inc. policy, a satisfactory driving record, and a vehicle in good working condition.

**Major Responsibilities and Tasks:**

* Responsible to brokerage of services to children in CHILD Inc. Specialized Foster Care Program.

**Major Responsibilities and Tasks (cont.):**

* Coordinates services for children with other relevant staff, services, and agencies.
* Responsible to serve “on call” for consultation to adolescents, foster parents, and staff.
* Responsible for recruitment, training and supervision of foster parents serving youth in the  
  Specialized Foster Care Program.
* Responsible for preparation and oversight of annual licensing process for the Specialized Foster Care Program.
* Responsibility for developing, managing, and integrating programs including grant writing and monitoring program reporting.
* Responsible for overall hiring, supervising, and evaluating staff and foster parents of the Program.
* Leads staff team and its individual members in problem analysis and goal/objective setting for clients.
* Provides staff development opportunities.
* Maintains 24-hour “on-call” coverage for caseload.
* Responsible for confidentiality of information obtained on youth and their families and compliance with HIPAA and assure HIPAA/OSHA training has been provided to staff.
* Develops and revises curricula and training manuals.
* Responsible for program evaluation.
* Complies with all agency policies and procedures.
* Responsible for transporting clients in personal vehicle.
* Performs other duties as assigned.

Working Conditions:

* Will be called upon at night and on weekends to handle emergencies.
* Most travel is local.
* Most work is inside, but also works and plays outside.
* Potential for unpredictable client behavior.
* Drives automobile on agency business. Must have valid driver’s license, the level of liability insurance required by CHILD, Inc. policy, a satisfactory driving record, and a vehicle in good working condition.
* Must be able to get to work regardless of weather conditions.

Physical Requirements:

* Required to move objects and to lift objects up to 25 pounds.
* May be called upon to lift and carry children
* Works at least 40 hours per week.
* Will be called upon to answer emergency calls nights and weekends.
* Regularly required to see, talk, and hear.
* Sits, stands, walks, bends, reaches, and stoops.
* Goes up and down steps.

Mental Requirements:

* Must be able to understand complex problems and to collaborate and explore alternative solutions.
* Must be able to organize and prioritize work and work independently.
* Must be able to make decisions which have significant impact on clients and program.
* Must be able to communicate effectively in writing and orally. Must be able to utilize a telephone and to hear and speak.
* Must be able to compute, analyze, and interpret statistical data.
* Must be able to handle stress of working with limited resources and with clients with a variety of emotional and mental health issues.
* Must be able to maintain professionalism when faced with disturbing, violent, or sad situations

**This job description is not intended to be all-inclusive. CHILD, Inc. reserves the right to revise or change job duties as the need arises.**

I have read and received a copy of the above job description:

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Signature Date