



TITLE: Foster Care Services Recruiter
RESPONSIBLE TO: Foster Care Program Director
POSITION: Case Manager 1. \$26,583.26 - \$34,083.66

QUALIFICATIONS: BA in human services or public relations with demonstrated public relations skills and two years work experience in social services with youth and families. Sensitive and responsive to the cultural differences in CYS' service population. Proof of personal auto insurance levels at or above \$100,000 combined single limit must be provided once offer of employment is accepted.

JOB DESCRIPTION: Responsible for recruiting foster families and assisting with the certification and licensing process for foster families. This is an exempt position.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- A. Recruit foster families who can be certified by CYS for foster parent licensure in DCFS Regions 5 and 6 in Washington State.
- B. Recruit foster families who have the ability and desire to provide foster care to the vulnerable youth who are referred to CYS' Therapeutic Foster Care Program
- C. For the purpose of recruiting foster families, establish and maintain community contacts such as:
 - 1. Schools
 - 2. Community organizations
 - 3. Faith Based organizations
 - 4. Service groups
 - 5. Other resources as deemed appropriate
- D. Utilize a multi-systemic approach to recruit foster families including, but not limited to:
 - 1. Advertisements (determine value and efficacy of such advertisements)
 - 2. Presentations to the community
 - 3. Utilizing current CYS foster families for recruiting
 - 4. Assure articles and stories related to foster care placed in news media
- E. Function as the point of contact for prospective foster families.
- F. Establish positive relationships with prospective families
- G. Provide licensing requirements to prospective foster families
- H. Follow up with prospective foster families through the certification process
- I. Assist CYS' Foster Care Licenser to assure certification is completed (assist with home studies, references, health and safety reviews, etc).

TRACKED OUTCOMES:

- A. License one foster family per month.
- B. Track all inquiries made to CYS by individuals and families interested in providing foster care through Community Youth Services.
- C. Track progress on all families who participate in the foster care certification and licensure process with CYS.

STAFF DEVELOPMENT

- A. Attend all associate staff meetings in order to contribute to program issues and update on agency issues.
- B. Attend scheduled in-service training in order to develop professional skills.

OTHER:

- A. Meet with supervisor on a quarterly basis in order to review performance and job descriptions.
- B. To be a flexible member of the agency's team in order to accomplish the overall agency goals.
- C. Use personal or agency vehicle to perform agency business.