



Job Title: Family Developer and Outreach Coordinator

Program: Family Care Program

Reports to: Director of Operations

Effective Date:

Job Summary: The Family Developer and Outreach Coordinator recruits and supports Therapeutic Foster Families, and develops and coordinates effective communications, outreach and follow-up efforts to generate referrals to Partnership for Children (PFC) services, and enhance essential public and private support. The Family Developer and Outreach Coordinator will market PFC services to outside agencies and other potential referral sources, and assist in increasing awareness of PFC in the communities in which we serve.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Therapeutic Foster Care recruitment
 - Recruit foster/kinship families.
 - Host informational meetings.
 - Coordinate public appearances for self and others.
 - Develop and work with Assistance Committee.
 - Work with other formal and informal groups who are recruiting or supporting foster families.
 - Performs timely Home Studies for prospective foster families.
 - Responsible for the licensing, maintenance, and renewal of licenses for foster families.
 - Organizes ongoing and regularly occurring trainings for therapeutic foster families.
 - Community outreach for referrals for PFC Family Care services.
 - Establish and maintain positive working relationships with referring agencies.
 - Establish effective working relationships with other potential referral sources for services, such as schools, therapists and other child and youth service agencies.
 - Organize and relay information of children available for foster care.
 - Be the liaison between Family Care and Group Care when a child needing a foster family is living in one of the Children's Homes.
 - Oversee child and family matching activities.
 - Confirm Family Care connections with Group Care as transition nears.
 - Coordinate foster/adoptive/kinship parent trainings and informational meetings.
 - Organize parent trainings.
 - Market and recruit for foster/adopt parent trainings.
 - Maintain effective contact with potential and waiting families.
- Outreach and marketing of services
 - Develops and implements a recruitment plan, which requires regular contact with potential kinship, foster and adoptive parents, public entities such as Child and Family Services, and private agencies and service providers, therapists, consultants, and others who may play a role in the recruitment of families and referrals for Family Care services.
 - Develop marketing and outreach plan targeting referral sources and the general public.
- Facilitating and processing referrals
 - Provide up to date referral packets/applications.

- Serve as point of contact.
- Facilitate placement within service(s) requested in a timely manner.

Required Skills/Abilities:

- To show others respect and consideration.
- To be a self-starter and able to organize and carry out complex projects.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree (and/or equivalent experience), prefer degree in business, marketing, communications, public health or social work.
- Solid moral character
- Ability to relate to children and families of varied ethnic, cultural and socio-economic backgrounds.
- Demonstrate knowledge of and skills in:
 - Marketing and sales
 - Social media
 - Public relations
 - Written and oral communication
 - Planning
 - Networking

Physical Requirements:

- This position involves travel to communities served by the PFC.
- This position requires and must manage a flexible schedule.
- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

Employee Classification, Compensation and Benefits:

- This position is a Full-time, Non-Exempt position.
- Compensation is based on range established in the Partnership for Children's Salary Schedule.
- Partnership for Children provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account
 - 401(k)
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: