



Partnership for Children

Job Description

Family Developer and Outreach Coordinator

General Objectives: 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.

Nature and Scope of the Position

- Reports to the Executive Director.
- The major areas of responsibility include:
 - Therapeutic Foster Care recruitment and licensing,
 - Outreach and marketing to referral sources,
 - Facilitating and processing referrals.
- 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.
- 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.
- Supports current foster/adoptive parents as a knowledge resource.
- Serves as a liaison between PFC Group and Family Care, coordinating the recruitment efforts of families for the children in need of families upon discharge.
- Works with the Marketing and Development Staff of the Youth Homes in designing campaigns, materials and events that promote PFC in general, and recruits foster families in particular.
- Markets the services of PFC to referring agents and parents.
- Represents PFC by building positive relationships and supporting collaborative efforts with other entities and individuals in the community who are involved with or support work with families and children.
- Facilitates and processes referrals from point of contact to placement with appropriate and/or requested service within PFC.
- This position involves travel to communities served by the PFC.
- This position requires and must manage a flexible schedule.
- This position does not directly supervise any other staff with PFC

(Revised January 2020)

Examples of Tasks:

- A. Therapeutic Foster Care recruitment
 1. Recruit foster/kinship families.
 - a. Coordinate recruitment and marketing plan with YH Marketing Staff.
 - b. Host informational meetings.
 - c. Coordinate public appearances for self and others.
 - d. Develop necessary materials, print and electronic.
 - e. Develop and work with Assistance Committee.
 - f. Work with other formal and informal groups who are recruiting or supporting foster families.
 2. Community outreach for referrals for PFC Family Care services.
 - a. Establish and maintain positive working relationships with referring agencies.
 - b. Establish effective working relationships with other potential referral sources for services, such as schools, therapists and other child and youth service agencies.
 - c. Establish and coordinate outreach efforts with referral sources.
 3. Organize and relay information of children available for foster care or adoption.
 - a. Be the liaison between Family Care and Group Care when a child needing a foster or adoptive family is living in one of the Children's Homes.
 - b. Oversee child and family matching activities.
 - c. Confirm Family Care connections with Group Care as transition nears.
 4. Coordinate foster/adoptive/kinship parent trainings and informational meetings.
 - a. Organize parent trainings.
 - b. Market and recruit for foster/adopt parent trainings.
 - c. Maintain effective contact with potential and waiting families.
- B. Outreach and marketing of services
 1. Develop marketing and outreach plan targeting referral sources and the general public.
 2. Develop and maintain pertinent contacts within referring agencies.
 3. Develop and distribute annual satisfaction surveys.
- C. Facilitating and processing referrals
 1. Provide up to date referral packets/applications.
 2. Serve as point of contact.
 3. Facilitate placement within service(s) requested in a timely manner.

Responsibilities

- To operate within the philosophical and administrative guidelines of the Partnership for Children.
- To understand and follow all applicable Corporate Policies, Licensing Requirements, Contract Requirements, State Laws and generally accepted professional practices.
- To operate in the best interest of the children in care.
- To show others respect and consideration.
- Promote cross-cultural knowledge and sensitivity in all facets of Partnership for Children.

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- To seek necessary guidance from others.
- To be a self-starter and able to organize and carry out complex projects.
- To become aware of and up-to-date on the best practices of the various services provided by PFC.

Requirements

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

Wage and Benefits

- Base wage at Grade 11 of the PFC Wage and Salary Schedule
- Position is part time (.75 FTE)
- Employer contributions to:
 - Individual and dependent covered health insurance
 - Life Insurance policy
 - Long-term disability insurance for the employee
 - 401(k) eligible after 12 months
- Employer funded leave.
 - Annual and Bonus leave
 - Exceptional leave
 - Educational leave
- Available benefits to eligible employees
 - Health Savings Account
- Available access for employee funded:
 - Dependent care flex account
 - Dental insurance coverage.
 - Vision insurance coverage