



**Job Title:** Family Developer and Service Coordinator

**Program:** Dan Fox Family Care Program

**Reports to:** Clinical and Program Director

**Effective Date:**

**Job Summary:** The Family Developer provides recruitment, assessment, and placement options for children in foster/adoptive/ guardianship care. The Family Developer facilitates the occurrence of placements of a variety of lengths for children between the ages of 2-18 years old. The Service Coordinator is responsible for the relationship and coordination of services with peer agencies as well as referral agencies. The Service Coordinator works closely with other agency personnel, facilitates referrals, markets services, and assists in timely delivery of services and making placements.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

- Market Program Services.
  - Coordinate media plan with Program Director
  - Make initial contacts
  - Perform informational meetings
  - Coordinate public appearances
  - Develop necessary materials
  - Perform foster and adoptive home studies and necessary reports
  - Work with Assistance Committee and coordinate all meetings
- Coordinate Foster/ Adoptive Parent Training
  - Assist in establishment of Parent Preparation core curriculum
  - Participate in the Core Parent Training
  - Identify training resources (locations, services, trainers, etc.)
  - Coordinate the establishment of the parent training schedule and events
  - Develop and participate in monthly on-going training for program families
  - Participate in the development and publication of training information
  - Ensure participation of foster/adoptive parents in all trainings
- Screen and Develop Foster and Adoptive Families
  - Conduct foster home studies under supervision of Program Director
  - Write licensing studies for foster/ guardianship/ respite homes
  - Write adoptive home studies and post placement reports as assigned
  - Maintain contact with waiting families
- Assist in Compliance
  - Assist in the maintenance of appropriate program, service licensing with the state
  - Assist Program Director in maintenance of program records and files
  - Supervise maintenance of program resource library
  - Assist with training of Treatment Managers in regards to foster home licensing
  - Participate regularly in clinical consultation and supervision and group staffing
- Coordinate Placements
  - Meet prospective foster/ adoptive children as assigned
  - Make recommendations about appropriate matches

- Assist in the placement of children (foster, adoptive, respite, guardianship) in the programs
- Develop and implement transition plans and placement rationales as assigned
- Collect and share family data on an ongoing basis with Program Director
- Develop and maintain working relationships for purposes of delivery of DFFCP services
  - Make regular contact with referring workers from the variety of agencies
- Make regular contact with updates for placing/referring workers
  - Make voice contact with and to get feedback from referring/placing workers
- Make contact with other key agency personnel
- Market DFFCP Services
  - In all communities where DFFCP are located or serving clients, with particular focus on Missoula, Ravalli and Lake Counties
  - In the other communities where DF has office, coordinate with local staff
  - Insure that accurate and up-to-date information is available for handouts about all DFFCP services
  - Work with all referring agencies
  - Get appropriate referrals to services
  - Develop a work plan quarterly or more often as requested by supervisor
- Facilitate and Process Referrals
  - Maintain contacts with referring agencies and workers
  - Have up-to-date and accessible applications and information for referring workers
  - Receive applications
    - Assist referring workers with complete information required for acceptance
  - Review applications for admission through corporate Admissions Committee
  - Communicate admissions decisions to referring worker in a timely manner
  - Receive feedback from referring workers as regards process and communication.
  - Participate in Placement committee within DFFCP
- Program Development
  - Assist in development of program plans
  - Work towards achieving Average Daily Attendance goal
  - Work with Program Director on evaluation of program and services
  - Work with Program Director in program design and improvement
  - Assist in other tasks related to program and services with direction of Program Director
- Other administrative Tasks
  - Provide accurate program data
  - Do presentations as requested
  - Attend community meetings as necessary
  - Attend corporate board and assistance committee meetings as necessary
  - Other tasks as assigned by DFFCP Program Director

**Required Skills/Abilities:**

- Solid moral character.
- An ability to relate to children and families of varied cultural and socio-economic backgrounds
- Demonstrate knowledge of and skills in
  - Social work
  - Child placement
  - Counseling
  - Communication
  - Written communication and technical writing
  - Marketing
  - Self-Motivation
  - Planning

- 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.
- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- A Bachelor's required; prefer a Master's degree and relevant experience
- At least two years of experience with programs working with high risk children or youth in foster/adoptive care and their families
- Experience in conducting and writing foster and adoptive home studies

**Physical Requirements:**

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

**Employee Classification, Compensation and Benefits:**

- This position is a Full-time, Exempt position.
- Compensation is based on range established in the Youth Homes' Salary Schedule.
- Youth Homes 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:**