

JOB POSTING

The Florida United Methodist Children's Home
Is currently seeking applicants for the following position

Foster Care Recruiter

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The Florida United Methodist Children's Home is seeking a detailed oriented, energetic and compassionate Foster Care Recruiter. The Foster Care Recruiter will be assigned to the Hillsborough Regional Office and may occasionally assist within other regions. The FC Recruiter is responsible for engaging interested parties, including individuals as well as through church coalitions, to recruit potential foster families, provide orientations and training, and to oversee the home study process for these individuals. The position will also assist with the completion of the initial licensing process and manages a small case load of licensed foster homes, including the creation and maintaining of their family file.

EDUCATION

- Minimum of two years of child welfare experience
- Have a minimum of a bachelor degree from an accredited college/university, preferably in a human service or behavioral science

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Have a minimum of two years of experience of working in child welfare, and preferably in a role that includes recruiting, training, or public speaking and presentations
- Must be proficient in Microsoft Office Suite, including Word, Excel, Access, PowerPoint and other Microsoft based software programs
- Must have interviewing and assessment skills in order to adequately assess the qualifications of potential foster parents
- Must possess excellent organizational skills and attention to detail
- Must be able to communicate both verbally and in writing
- Must have sensitivity to the service population's cultural and socioeconomic characteristics
- Must have excellent presentation and public speaking skills
- Must have sound decision making skills and judgement
- Must own, drive and maintain an automobile in good working condition, receiving a reimbursement for agency business miles
- Must understand that this job will require some evening and weekend hours of employment, and some after hour on call responsibilities
- Must agree to support the agency's mission statement, organizational values and beliefs and its quality assurance plan

CERTIFICATES, LICENSES, REGISTRATIONS

- State of Florida Child Welfare certification is required.
- Professional Parenting Training certification preferred.
- Valid Florida Driver's License with acceptable driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Visits Foster Homes, assesses the safety of the children in care and completed home visit report
- Documents contacts with foster parents in FSN and internal data system

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

JOB POSTING

- Completes initial and re-licensing home studies
- Provides training to Foster Parents in home/office or at meetings
- Conducts Foster Parent evaluations/relicensures
- Assists in coordinating services/events for children & foster parents
- Provides supportive services to foster parents and children, as assigned
- Maintain and update social media sites
- Establish and maintain relationships with the church community, other community-based organization, and families to promote and build awareness about the need for foster families
- Seek and assist in vendor opportunities during festivals, community events, etc.
- Identify potential foster families, invite them to participate in an orientation and provide invitation to apply
- Provide orientation and pre –service training to prospective foster parents
- Ensure all required documentation is processed during the assessment process
- Ensure all required documentation is processed during the foster parent approval process
- Maintain an expert-level understanding of the foster care/child welfare system
- As a member of the foster care team, participate in assignments such as on call rotation, which involves placing children and providing foster parent support
- Complete foster care home studies, including home interviews with families and inspection of the home

SECONDARY DUTIES AND RESPONSIBILITIES

- Assures that Foster Parents are fully trained in the Professional Parenting or designated Curriculum
- Assures that all Foster Homes are meet standardized safety & licensing requirements
- Assists in coordinating services to children & foster families
- Completes monthly reports on children in care
- Assists in placement decisions as needed
- Assist placement On-call after hours on a rotating schedule as needed
- Attends recruitment orientations and presentations
- Attends and co-facilitates Professional Parenting classes as needed
- Facilitate recruitment presentations within faith based communities and churches
- Completes intake screening of prospective foster parents and documents
- Completes monthly reports of recruitment activities

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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