

**TEXAS GIRLS & BOYS RANCH CHILD PLACEMENT AGENCY
JOB DESCRIPTION**

POSITION TITLE

- Foster Home Developer

JOB CLASSIFICATION

- Non-Exempt Salary / Full-Time

POSITION PURPOSE

- To recruit and train prospective applicants for the foster care and adoption program.
- To work with families throughout their licensure process to ensure compliance and development of their foster/adoptive home according to agency policy and state standards.

REQUIREMENTS:

Option 1: Must meet at least one of the following qualifications:

- 1) Master's degree from an accredited college or university or
- 2) A bachelor's degree from an accredited college or university in social work or other human services field and
 - A) One year of documented full-time work experience in a residential child-care operation, or as a conservatorship caseworker or foster adoptive home development worker for TDFPS. The experience must be conducting assessments, service planning, or case management duties. The experience may include a maximum of 350 hours of formal, supervised field placement or practicum in child-placing activities or
 - B) One year working under the direct supervision of child placement management staff. The direct supervision with the child placement management staff must consist of 10 documented, documented, monthly, face-to-face, individual, case-related conferences over the year. The direct supervision must continue until the employee's previous experience and directly supervised experience totals one year.

Option 2: A bachelor's degree from an accredited college or university and

- A) Two years of documented full-time work experience in a residential child-care operation, or as a conservatorship caseworker or foster adoptive home development worker for TDFPS. The experience must be in conducting assessments, service planning, or case management duties. The experience may include a maximum of 350 hours of formal, supervised field placement or practicum in child-placing activities or
- B) Two years of working under the direct supervision of child placement management staff. The direct supervision with the child placement staff must consist of 10 documented, monthly, face-to-face, individual, case-related conferences over each annual period. The direct supervision must continue until the employee's previous experience and directly supervised experience totals two years.

- Excellent written and oral communication skills.
- Experience in child care related areas, preferably with emotionally disturbed children, either through employment experience or practicum placements while in undergraduate program.
- Valid Texas Driver's License.
- Exhibit behavior and health status that does not present a danger to children in care.
- Meet the requirements of licensing standards in regards to a criminal background check, central registry check, and FBI fingerprinting check.
- Have a record of tuberculosis screening showing the employee is free of contagious TB.
- Be physically, mentally, and emotionally capable of performing assigned tasks and have the skills necessary to perform assigned tasks.
- Complete a notarized Licensing *Affidavit for Applicants for Employment* form.

RESPONSIBILITIES:

- To empower others to solve their own problems.
- To teach the value of a nurturing family as the ideal environment for children.
- To establish a respectful relationship with the persons served to help them gain skills and confidence.
- To work collaboratively with other personnel and/or service providers or professionals.
- Demonstrate cultural sensitivity to clients of any ethnic, race, or socio-economic group.
- Demonstrate competency, prudent judgment and self-control in the presence of children and families when performing assigned responsibilities.
- Report suspected abuse, neglect and exploitation to the Child Abuse Hotline and to the designated supervisor or administrator.
- Know and comply with applicable licensing rules and any other applicable laws.
- Remain current in Management of Aggressive Behavior (MAB).
- Resolve problems with team members in a manner which is consistent with program philosophy.
- Model high personal and professional treatment standards by communicating openly with others and exercising mature judgment.
- To conduct recruitment efforts for foster and/or adoptive families, including for special needs populations and hard to place children.
- To actively seek opportunities to share the need for foster and adoptive homes in Lubbock and the surrounding communities such as through Information Meetings, speaking at churches, or setting up a TxGBR booth at an event.
- To meet with prospective foster and adoptive families to provide them with an orientation to the foster care and adoption process.
- To attend classes designed to train professionals who are in positions to provide training to families and other TxGBR staff.
- To provide training and guidance to prospective applicants during the foster/adoptive licensure process.
- To collect necessary documents from families for the licensure process.

- To maintain regular contact with families that are in the process of being licensed.
- To complete a quality home study for foster and adoptive applicants in a timely and efficient manner.
- To maintain foster/adoptive home files in accordance to licensing standards, TDFPS contracts, Community Based Care contracts, TxGBR policies, and future state and federal requirements.
- To follow up after licensing is complete to monitor compliance with minimum standards and various contracts.
- To maintain foster/adoptive parent binders and ensure all inspections and visits are up to date and in compliance with minimum standards.
- To provide ongoing support for foster parents.
- To stay up to date with trauma informed parenting and update training requirements as needed.
- To develop, plan, coordinate and facilitate on-going foster/adoptive parent training programs.
- Remain current in CPR/First Aid, Management of Aggressive Behavior (MAB), Psychotropic Medication training, Trauma Informed Care training, Medical Consent training, Normalcy training, Transportation Safety training, Basic Sexual Safety training, Basic Medical Care training, Disaster and Emergency training, Recognizing and Reporting Child Sexual Abuse training, and Reporting Suspected Child Abuse or Neglect training.
- Attend all required training unless excused by the Program Director.
- Reporting suspected abuse, neglect and exploitation to the Child Abuse Hotline and to the appropriate administrator.
- To provide case management services to families and children if the need arises.
- Attend mandatory Performance Quality Improvement (PQI) training and be a part of the PQI team process.
- Provide services and perform other duties as assigned by the program director.

ORGANIZATIONAL RELATIONSHIP:

- The Foster Home Developer will report to the Child Placement Agency Program Director.
- In the Program Director's absence, report to the Vice President.
- Job descriptions updated upon new hire and annually as needed.