POSITION TITLE: Lead Foster Family Support Specialist

**POSITION OBJECTIVE:** Act as a unit lead in supporting and relicensing foster families for children in licensed out-of-home care under the supervision of NWFHN/DCF.

**ESSENTIAL FUNCTIONS MAY INCLUDE:**

* To meet and maintain the NWF Health Network (NWFHN) Foster Family Support caseload standards and goals
* To mentor peer Foster Family Support Specialists
* To represent NWFHN at booths/speaking events as well as internal meetings as requested by the Foster Family Support Program leadership.
* To provide foster families and/or ensure foster families are linked with opportunities to receive all necessary trainings and to ensure that trainings are complete, current, and compliant with program.
* To relicense all Foster Homes on the caseload in a timely manner.
* To visit Foster Homes quarterly and as needed to ensure Foster Care quality standards are met and to comply with NWFHN/DCF expectations.
* To provide exceptional support for all NWFHN Foster Families and to assist with providing 24-hour on-call support/coverage to the families, which includes, but is not limited to, answering/returning calls related to placements and emergency support requests in a timely manner.
* To maintain updated case records, files, and database records efficiently and accurately
* To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences and to ensure that all training requirements for certification as well as those required by NWFHN, statutes/administrative codes, and/or NWFHN/DCF are fulfilled annually.
* To perform all other duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS:**

REQUIRED:

* Must meet one of the educational/experience requirement options set forth in Attachment “A”.

PREFERRED:

* Child Protection Professional Certification (may be completed within first 6 months)

SKILLS:

* Excellent assessment skills and intervention strategies
* Ability to act with a high level of independent judgement
* Ability to apply strategic planning to team activities
* Ability to establish, maintain and strengthen relationships with system and community partners
* Ability to observe and report accurately on the functioning of individuals and families
* Ability to handle confidential information appropriately
* Strong verbal and written communication
* Awareness of social, economic, cultural and environmental factors and their impact on family functioning
* Knowledge of community resources
* Ability to work flexible hours as required
* Knowledge of professional ethics relating to serving children and families
* Skills in employing family-centered practice and trauma informed care
* Ability to use and be proficient in computer software applications
* Ability to effectively resolve conflict

**POSITIONS SUPERVISED:** N/A

**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

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Name (Print) Supervisor’s Name (Print)

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Employee’s Signature Supervisor’s Signature

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Date Date

**ATTACHMENT “A”**

**CHILD WELFARE POSITION EDUCATIONAL MINIMUM REQUIREMENTS**

All applicants for child welfare positions requiring Child Welfare Certifications must meet one of the following minimal educational/experience requirements in order to be eligible for consideration for said positions.

Option 1: An associate degree from an accredited college or 60+ college credits from an accredited college or university **AND** one of the following:

* Two years of professional work experience (see examples below); **OR,**
* Two years of full-time social work or human services experience.

Examples of professional work experience could be, although not limited to:

* Guardian Ad Litem or similar child advocate role
* Family support worker
* Teacher’s assistant/aide
* Child Care provider/worker
* Therapeutic assistant
* Behavior health Technician
* Family intervention specialist
* Home health aide
* Nurse (LPN or RN) or similar profession
* Nursing facility assistant
* Emergency Medical Services (EMS)
* Other professional jobs that require an assessment of factors that can contribute to trauma or protective capacities with children and families.

Option 2: A high school diploma or GED equivalent (official transcripts required) **AND** one of the following:

* Four + years of full-time social work or human services experience.

Option 3: A Bachelor’s Degree for those without relevant professional experience, social work, or human services experience.