

KAWERAK JOB DESCRIPTION

DIVISION: Community Services Division
JOB TITLE: Foster Care Recruiter
POSITION STATUS: Regular, Full Time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 10-11-12
REPORTS TO: CFS Specialist

The Foster Care Recruiter's main responsibilities will focus on foster home recruitment, training, and retention within the Bering Strait region.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Develop creative avenues to recruit and retain foster homes within the Bering Strait region. .
2. Assist foster care applicants with the licensing application and fingerprinting. Submit completed application to the Office of Children's Services Licensing Department for review. Complete home inspection when required. Maintain files on each provider and applicant.
3. Maintain a listing of emergency placement providers and potential adoptive families; update as needed.
4. Coordinate support systems and training opportunities for foster parents as needed/requested.
5. Attend monthly meetings with the local Office of Children's Services office to review placement needs and concerns. Attend weekly meetings with OCS Licensing regarding application and training needs.
6. Assist with "relative" searches prior to foster care placements.
7. Attend meetings, training, and conferences as required by the Program Director to keep abreast of alternative care issues and OCS policy
8. Provide supportive services to both parents and children involved with OCS and foster parents who have children in their care. Refer to outside resources as needed.
9. Facilitate monthly foster parent meetings and coordinate an annual foster parent appreciation event.
10. May be required to attend and provide input at Team Decision Making meetings with OCS. .
11. Required to travel to remote villages in light commercial aircraft to recruit foster homes, and provide services.
12. Order and maintain list a of supplies required for licensing.
13. Other duties as assigned by the Program Director.

QUALIFICATIONS:

1. High school diploma or G.E.D. 6 months of responsible work experience in a human service field required. Case management experience preferred.
2. Ability to work effectively with people from a variety of backgrounds.
3. Must have a valid Alaska Driver's License.
4. Must have excellent organizational and time management skills and ability to manage a large amount of paperwork.
5. Ability to maintain client confidentiality.
6. Computer, keyboarding and office skills required. Knowledge of Microsoft word, excel, windows and internet skills required.
7. Must possess effective written and oral communication skills.
8. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.
9. Must be willing and able to travel.

EEO

Approval (6-14-17)