

<i>Job Title</i>	Foster Parent Liaison
<i>State</i>	Florida
<i>Program</i>	Children's Network of Hillsborough, LLC
<i>Reports to</i>	Community Relation Director
<i>FLSA Status</i>	
<i>Job Description Statement</i>	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

MISSION STATEMENT

The Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

Professional work providing support, advocacy, training resources, and system navigation for foster parents/caregivers. Scope of work includes increasing overall retention and quality of foster families, enhancing the skills and competencies of caregivers, and strengthening system partnerships throughout Hillsborough County. Foster and relative providers will be referred to as "caregivers" throughout this job description. The Foster Parent Liaison will increase the overall retention of caregivers, improve placement stability for children in out of home care, and educate caregivers on how to successfully navigate through the C13 child welfare system of care and dependency system. The Foster Parent Liaison provides an opportunity to contribute to the quality of care provided to children in the dependency system by supporting caregivers and participating in the organization's continuous quality improvement efforts.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Work collaboratively with the Children's Network of Hillsborough licensing team and contracted providers to support families in need of additional resources to support placement stability, family/caregiver resiliency, siblings being placed together, and trauma sensitive care resources in serving children.
- ◆ Increase overall retention and caregiver satisfaction by providing interventions and linkages as needed to support families as needed, reducing frustration related to system navigation and meeting the needs of the children in the home.
- ◆ As requested, attend local and statewide licensing meetings and training, representing C13 caregivers and providing feedback and information to the system leaders as constituents as needed.
- ◆ The liaison will attend partnership forums and foster parent committee meetings.

- ◆ Complete and submit required reports timely to Supervisor.
- ◆ Performs other duties as assigned.

WORKING HOURS

CNHC's work week is Monday through Friday, 40 hours per week. Your supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm.

TRAVEL

Travel in and outside of Circuit 13 (Hillsborough County) is required.

TRAINING

All employees must complete fifteen (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

SUPERVISORY RESPONSIBILITIES

This job does not have supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum of High school Diploma and at least two (2) years of experience as a licensed foster parent. Shown and demonstrated understanding of C13 system of care, the importance of co-parenting and children's needs. Child Welfare Certification preferred.

SKILLS AND ABILITIES

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier, and mail machine. Excellent word processing skills. Must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, and Outlook. Must be competent with basic e-mail protocol and procedures including sending, receiving, replying, attachments, and meeting scheduling; excellent written and oral communication skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. Must possess excellent organizational skills and abide by the highest standards of confidentiality.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- Must possess and maintain a valid Florida driver's license with no record of criminal driving offense of license suspension.
- Must possess means of providing job related transportation and show proof of required insurance. Must be insurable under CHN's current auto insurance policy.
- Must be able to work flexible hours, including evenings and weekends, as requested.
- Must successfully complete and maintain FDLE clearance, Federal background and state criminal background check and sexual predator screening.
- Must be certified in the current Foster Parent Pre-Service Curriculum

- Must be a licensed foster parent in good standing.

OTHER REQUIREMENTS

COMPETENCIES & PROFESSIONAL DEVELOPMENT:

Annual Training Requirements: The following training topics are required annually: Sexual Harassment, Blood-borne Pathogens, Workplace Accident Prevention and Reporting, Confidentiality and Privacy Practices, Diversity/Cultural Competency, Child Abuse and Neglect Mandated Reporter Statutes and Methods, Prevention of Violence in the Workplace, OSHA-related training, Crisis Prevention, and Program Goals.

Knowledge, Skills and Abilities:

- Knowledge of Department of Children and Families rules and regulations regarding requirements of background screens of any licensed or applicant foster parents.
- Knowledge of child abuse or neglect reporting procedures and methods.
- Knowledge of agency's organizational structure, standard operating procedures, and policies.
- Ability to establish effective working relationships with clients, co-workers, supervisors, and other individuals in a diverse arena.
- Ability to communicate effectively and professionally, verbally and in writing.

- Exceptional computer skills including Microsoft Outlook, Word, Excel, and Adobe.
- Ability to understand, familiarize and apply guidelines and procedures.
- Ability to work independently and utilize critical thinking skills, as well as initiative to maximize ability in meeting deadlines.

ESSENTIAL PHYSICAL SKILLS:

- Visual: ability to safely operate a motor vehicle, read printed materials, and make observations of physical facilities.
- Hearing: ability to understand and comprehend spoken dialogue in individual and group settings.
- Frequent use of hands.
- Ability to speak clearly and effectively.
- Reasonable accommodation will be made for otherwise qualified individuals with a disability.

ENVIRONMENTAL CONDITIONS:

- Works indoors in an office environment.
- Ability to sit at desk for long periods of time and tolerate extended periods of data entry. Moderate level of potential for exposure to blood borne pathogens; therefore, eligible for Hepatitis B vaccination series.

Children's Network of Hillsborough, LLC is a Drug-Free Workplace.



Job Description

I, the undersigned, have read and understand the requirements of this position as outlined in this job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established agency policies and performance standards. I accept the duties and responsibilities described. I attest that I meet the requirements for this position as outlined in the job description. I acknowledge that this is my primary employment, and my duties will be conducted without interference from a secondary job.

Supervisor:		Date:	
Employee:		Date:	
Reviewing Authority:		Date:	
Do Not Agree:			