



Foster Care Recruiter

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: responsible for recruiting foster parents, completing the home study process, and providing orientation/training to foster parents.

QUALIFICATIONS:

- Must have a Bachelor's degree in Social Sciences or related field or equivalent experience.
- Experience working with at-risk youth and their families.
- Driving: must have a good driving record, valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must pass a Criminal History Check.

SKILLS AND ABILITIES:

- Must be culturally competent & sensitive.
- Good writing, verbal skills and computer skills.
- Good organizational skills and time management skills.
- Good interpersonal skills and ability to work effectively with others.
- Good administrative skills and ability to complete tasks as required.
- Appropriate professional boundaries.
- Ability to network with community members, organizations and groups in effort to recruit families.
- Familiar with marketing strategies needed to effectively recruit potential foster families.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
- Adhere to program expectations for employee conduct with youth, co-workers, families and professional community.
- Participate in the Community Works training program.

Foster Family Recruitment, Placement, and Training:

- Recruit foster families/homes to meet the needs of various programs of Community Works.
- Complete licensing process as directed by the Department of Human Services and/or Oregon Youth Authority including home study, safety checks, criminal history checks, and references.

- Complete foster family assessment.
- Provide foster parent orientation and pre-placement training using curricula and other training materials.
- Develop foster family record.
- Develop marketing materials as needed to recruit families.
- Participate/facilitate foster care parties for potential families.
- Keep records of contacts, home study process, orientation, and pre-service training.
- Coordinate training of foster parents and trainers.
- Participate in regular supervision with identified supervisor(s).

Position Name	Position Reference #
Foster Care Recruiter, Community Works. Position is .8 FTE, 32 hours per week.	926-300MB
Send your Cover Letter & Resume to be considered for this position. Please include the position name and position number in your cover letter.	
By EMAIL: staffing@community-works.org	
By MAIL: Attention: Staffing, 900 E. Main St., Medford, OR 97504	
By FAX: Attention: Staffing, (541) 779-3317	
Closing Date	Or Open Until Filled XXX

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