

**CATHOLIC CHARITIES OF STEUBEN  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Therapeutic Foster Home Finder	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Therapeutic Foster Care	<b>W/C#</b>	8857 Social Worker
<b>EEO CODE:</b>	2	<b>GRADE LEVEL:</b>	320

**PRIMARY FUNCTIONS:**

The Therapeutic Foster Home Finder is responsible for fulfilling foster home recruitment, certification and associated service functions of the Therapeutic Foster Home Program.

**SPECIFIC DUTIES:**

1. Assures that the policies, rules and regulations of the NYS Office of Children and Family Services (OCFS), and the Agency as they are applicable to direct services and Adoption and Safe Families Act (ASFA) guidelines for children and families, are adequately and appropriately adhered to.
2. Completes all foster home studies and procuring required supporting documents within regulatory time frames.
3. Acts as a representative of the program within the community and among human services community agencies, coordinating foster home recruitment activities as needed.
4. Serves as a member of the program intake team to assist in the selection of foster homes for the most appropriate placement of children.
5. Provides GPS/MAPP II training for certification of new foster parent groups, or provides “Deciding Together” curriculum with individual family applicants.
6. Assures the maintenance and retention of all foster home files in compliance with all State and Federal requirements.
7. Participates as a member of the Child Assessment Review Team (C.A.R.T.) and team meetings providing information and updates regarding foster home availability, updates, and placement recommendations.
8. Completes quarterly evaluations and annual re-certification of all foster homes.
9. Meets regularly with local social services as part of the program’s marketing effort and to obtain information concerning current trends and needs for program planning.
10. Maintains program statistical information as required by the Agency and funding sources.
11. Supervises visitation between family members to assure safety and best interest of all members as necessary.
12. Coordinates, arranges, attends, and/or provides on-going training for foster parents to assure adequate availability of topics and hours to meet annual program requirements.
13. Attends, participates in, or provides in-service trainings.
14. Maintains the foster parent library.
15. Provides after-hours on-call coverage for the Therapeutic Foster Care Program (in program rotation).
16. Is responsible for any other duties as assigned by the Supervisor.

**TITLE OF DIRECT SUPERVISOR: Coordinator of Therapeutic Foster Care**

**QUALIFICATIONS:**

Bachelor’s Degree in Social Work or related field with prior experience preferred. 1 – 2 years of experience in case assessment, social work and/or service coordination. Prior experience in Child Welfare programs preferred.

**ADDITIONAL REQUIREMENTS:**

- Extensive travel within a six-county area.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR’s corporate compliance and ethics program.
- Possess excellent verbal and written communication skills.

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- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 30 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name