



<b>Job Title:</b>	<b>Family Development Specialist</b>	<b>Date Approved by Board:</b>	3/25/19
<b>Department:</b>	Child Welfare	<b>Supervisory Responsibilities:</b>	No
<b>Position Status:</b>	Full Time	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Child Welfare Director or Child Welfare Supervisor		

**Position Summary:** License Traditional and Relative Foster homes in compliance with the Illinois Department of Children and Family Services 402 rule and procedure. Conduct monitoring visits to ensure the standards are maintained for the safety and well-being of the children placed in the home.

**Responsibilities:**

- Gather information and documentation to complete the licensing process, including renewals.
- Complete background checks per Illinois Department of Children and Family Services 402 rule and procedure.
- Prepare licensing home study.
- Participate in recruitment plan and recruits new foster homes and handles all new inquiries regarding foster care.
- Conduct monitoring visits in accordance with Illinois Department of Children and Family Services rule and procedure.
- Conduct licensing complaints and investigations.
- Participate in the Foster Parent law and implementation plan and provides support to the foster parents.
- Provide on-call services for the foster care program.
- Adhere to standards adopted through Council on Accreditation.
- Ability to organize and maintain data and confidential information.
- Responsible for the purchase of initial clothing and infant care equipment.
- Develop and monitor safety plans per licensing standards.
- Develop and maintain working relationships with all internal and external clients.
- Responsible for adhering to Illinois Department of Children and Family Services placement and clearance procedure.
- Ensure safety protocols and policies are practiced at all times.
- Assume responsibility for professional development and cultural competency.
- \*Perform other duties as assigned.

**Requirements:**

**Education and experience:**

- Bachelor's degree from an accredited university in social work or related field required.
- 2 years' experience required.
- Ability to pass the licensing test and the Child Care Act exam.

**Competency:**

- Working knowledge of Illinois Department of Children and Family Services Rule and Procedure.

*As of 3/25/19*

## **Requirements Continued:**

### **Competency:**

- Basic computer skills.
- Strong interpersonal skills.
- Working knowledge of Child Welfare and the Foster Parent Law and the Bill of Rights.
- Ability to organize and maintain data and confidential information.
- Ability to establish and maintain a client focus.
- Ability to set and maintain professional boundaries with clients.
- Must possess valid Illinois Driver's License in good standing and proof of valid vehicle insurance.
- Must pass required background check.
- Excellent written and verbal communication skills.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Must be CPR and First Aid certified.
- Must complete child passenger safety training.
- Utilize time tracking software and all other software required to fulfill duties.
- Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
- Successfully complete FamilyCore training as required.

### **Physical:**

- Regular sitting, walking, and reaching.
- Occasional reaching overhead, grasping, fingering, standing, stooping, lifting, pulling and pushing up to 45 lbs. and other physical activities related to an office environment.
- Operate general office equipment, including multi-line phone, fax machine, printer, copier, and personal computer, with or without dual monitors.

### **Work Environment:**

- Work occurs in and out of an office environment. Frequently exposed to loud noise and outdoor weather conditions.
- May be subject to noise, distraction, and interruptions. May be subject difficult client interactions that involve behavioral and/or emotional challenges.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**FamilyCore is an Equal Employment Opportunity Employer**

*\*Clarification for 'Other duties as assigned': This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*