



## **Director of Permanency Support Specialist**

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Director of Permanency Support Services will be responsible for assisting with the operation, quality, integrity, and financial success of the foster care and adoption programs. Director of Permanency Support Services with the Assistant Director shares the responsibility for the growth, administration and management of the department, which includes Home Development, Kinship, Foster Parent Training and the supervision of program staff.

### **Responsibilities Include:**

- Ensures that all activities carried out in the name of the agency are in accordance with agency policies, procedures, HHSC Minimum Standards, and COA. Supports changes to policies & procedures within the agency.
- Participates in the development and implementation of foster parent recruitment efforts.
- Regularly evaluates the quality and services to include pre-service training provided by the Permanency Support Services Program
- Works in collaboration with the Compliance Department to ensure all policies, procedures and contract and minimum standards requirements are maintained.
- Complies and analyzes program data on a monthly basis to include reporting for Environment of Care and Performance Quality Improvement.
- Collaborates with the Director of Training to ensure foster parents maintain compliance with required training such as TIC and EBI.
- Provides feedback and innovative ideas for improvements to the COO, communicates concerns and reports incidents occurring within the program, and audits records for compliance.
- Ensures team meetings are held weekly.
- Facilitates quarterly foster parent business meetings in-person or virtually.
- Ensures all record audits rate higher than 95% for meeting all standards of care.
- Supervises, trains, advises, assists, supports all assigned staff.
- Ensures compliance with DFPS Contracts & Licensing and responds to all monitoring visits, inspections, and investigations in collaboration COO and Compliance team.
- Maintains the annual minimum training requirements for Child-Placing Agency Administrator's License.

### **Requirements:**

- Master's degree in a human service field with experience working in foster care preferred.
- Candidates with a Bachelor's degree in a social service related field with at least 5 or more years experience working with clients served by DFPS will also be considered.
- Licensed Child Placing Agency Administrators Required.
- Three or more years of supervised experience in providing therapeutic foster care and/or adoption services.
- At least two years of human service supervisory experience.
- Ability to write clearly, accurately, and descriptively, using appropriate vocabulary, grammar, and language.
- Skills in providing administrative, educational and supportive supervision.
- Ability to develop and administer human service programs.
- Ability to provide leadership and effectively coordinate the various components of foster care and adoption services.
- Ability to advocate effectively at the community, state and national levels.
- Skilled in organizing work in a responsible way in an environment with multiple challenges and priorities.

*The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.*

You can apply on-line by visiting our website [www.childrensshelter.org](http://www.childrensshelter.org) or in person at:

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Monday-Friday 8am-5pm