



Home Development 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.

Home Development Specialist strategize to promote Foster Care and Adoption Programs in the community. Work as the primary case manager to all prospective foster and adoptive parents who want to foster, or adopt children in the custody of DFPS. Responsible for completion of all aspects of recruitment and verification process

Responsibilities Include:

- Work directly with and assess the strengths/needs of families who have applied to be foster and adoptive parents.
- Maintain the family files, documents and training records and ensure they are in compliance with licensing standards and agency policies and procedures.
- Complete home visits and necessary interviews, background checks, and due diligence in evaluation a family for fitness.
- Serve as the primary case manager for families assigned to during the home development process.
- Monitor the development of prospective foster and adoptive families through guidance on documentation and answering questions.
- Complete prospective family home studies, and collect all pertinent information. Home studies should be complete in 30 days or less.
- Present all supporting documentation and case records for feedback, revisions and approval to complete family home studies within 30 days of conducting final interview.
- Documentation of all home visits and client contacts by the 5th day of each month.
- Verify foster, foster/adopt, adopt, respite or kinship families per month, on an average of 90 days from family beginning Pre-service training.
- Support and train foster/adoptive parents to care for traumatized children and their potential short term or long-term needs by providing Pre-service training and retention activities
- Promote the retention of current foster, respite, foster/adopt and adopt families by providing supportive services to these families.
- Complete Kinship home studies as assigned.
- Attend agency staff meetings and participate in program development.
- Document work in the agency's computer system, KALE, and other computer programs.
- Promote positive working relationships with staff from DFPS or other agencies and community organizations.

Requirements:

- Requires Bachelor's Degree in education, social work, communications, public relations or social service related field. BSW or MSW preferred.
- 1 year previous Home Development experience or 2 years experience as a Foster Care Specialist or case manager for child placing agency.
- Ability to make effective presentations to an audience, to include providing instruction and training for PRIDE Training or public speaking for professional engagements.
- Excellent verbal and written communication skills to allow for effective interviewing and proficient home study completion.
- Must have a working knowledge of Minimum Standards for Child Placing Agencies.
- Skilled in organizing work in a responsible way in an environment with multiple challenges and priorities.
- Knowledgeable of cultural diversity and able to provide culturally competent service to children and adults.
- Must maintain a current drivers' license and auto insurance. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.

- Must work independently, be flexible, multi-task oriented, and be comfortable engaging in grassroots efforts, conducting cold calls, and other marketing interception activities to facilitate lead generation prospects for foster families.

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 or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm