



Family 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 Family Support Specialist is responsible for therapeutic trauma focused case management services to families receiving foster care and adoption services. Strategize to promote Foster Care and Adoption Programs in the community. Responsible for completion of all aspects of the recruitment and verification process for families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for all aspects of case management of foster homes that are assigned.
- Promote the retention of current foster, respite, foster/adopt and adopt families by providing supportive services to these families.
- Conducts supportive casework (crisis intervention, referrals, etc.) for families as needed.
- Conducts quarterly evaluations and corrective actions with foster homes to monitor for risk and safety.
- Collaboration between the Permanency Support Specialist to ensure we are maintaining compliance.
- Assess families and develops family service plans, as needed.
- Assures compliance with TDFPS Licensing, Youth for Tomorrow, and Council on Accreditation standards.
- Conducts monthly home visits, including pre-verification and pre-placement visits, and maintains contact with the therapeutic foster or foster/adoptive parents regarding the child(ren). Works with foster and foster/adoptive parents to ensure that children's needs are met.
- Maintains accurate case records, foster/adoptive parents training records, and documenting the progression that foster families make toward risk reduction and obtaining required documentation and agency forms.
- Participates in interdisciplinary team meetings such as staffing.
- Participates in on-call rotation.
- Attends agency staff meetings and participates 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.
- Maintain overall compliance of 95% monthly with work assignments.
- Engage in and follow strategic planning initiatives of the agency, which includes working to integrate and collaborate with other agency programs.
- Demonstrates strong commitment to meeting the needs of our customers (children, community members, co-workers, donors, managers, and volunteers), in a friendly, outgoing and professional manner.
- Responds to foster/adoptive parents in a timely and thorough manner; does what is necessary to ensure foster/adoptive parents' satisfaction; prioritizes foster/adoptive parents' needs and follows up to evaluate their satisfaction.

REQUIREMENTS

- Bachelor's degree in social work or another human service-related field.
- Prior child placing experience preferred
- Proficiency in assessment and writing which allows for completion of a Home Study addendums.
- Excellent verbal and written communication skills.
- 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.
- Knowledgeable of principles of human development, including the importance of maintaining family relationships and issues of separation and loss.
- Ability to seek supervision and use it constructively.
- Ability to identify and respond to the training, education, and ongoing support needs of foster and adoptive parents.
- Ability to collaborate with foster and adoptive parents as members of the professional team to protect and nurture children while strengthening families.
- Bilingual strongly preferred
- Valid driver's license
- 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.

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

We offer employment opportunities at our various locations. For current opportunities visit our website www.childrensshelter.org or view job postings at:

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

Volunteer opportunities are also available.
The Children's Shelter is an Equal Opportunity Employer.