



Home Development Supervisor

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 Home Development Supervisor (HDS) works under the direct supervision of the VP of Foster Care. The HDS is responsible for assisting the director with the overseeing of Home Development and Family Support staff and the services being provided to families as they obtain verification to provide foster care services and is responsible for completion of all aspects of recruitment and verification process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide supervision and oversight for the Home Development and Family Support Specialists.
- Review applicants for approval of potential foster and adoptive parents.
- Ensures compliance and approves procedures, as part of the verification of families.
- Develop, implement, and monitor an annual recruitment plan with the home development and family support staff.
- Review and monitor the home study process and assess families as potential foster and adoptive parents.
- Supervise Home Development and Family Support Specialists in Recruitment, Training, Monthly and Quarterly Evaluations, and Licensing Corrective Actions.
- Collaborate with applicable departments within The Children's Shelter to initiate home recruitment and home development plan.
- Assure recruitment activities reported on VP of Foster Care.
- Coordinate and conduct speaking engagements.
- Edit recruitment brochures and written materials.
- Assist with special events.
- Serves as the agency's representative in the community and in professional organizations and groups.
- 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 compliant with licensing standards and agency policies and procedures.
- Monitor home visits and necessary interviews, background checks, and due diligence in evaluation a family for fitness.
- Monitor the development of prospective foster and adoptive families through guidance on documentation and answering questions.
- Monitor the completion of prospective family home studies. Home studies should be complete in 30 days or less.
- Monitor 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.
- Promote positive working relationships with staff from DFPS or other agencies and community organizations.

REQUIREMENTS

- Required bachelor's in social Worker or bachelors in a related social service field.
- Qualifies as Child Placement Management Staff per DFPS Minimum Standards.
- Preferred 2 -3 years of supervisory experience.
- Must be bi-lingual (Spanish-speaking).
- Preferred license in perspective social service field.
- The candidate must have a working knowledge of Minimum Standards for child-placing agencies and understand the steps to verifying a foster family.
- Previous work with children in TDFPS care is mandatory.
- At least 2 years home development experience and working with foster families.
- Familiar with Therapeutic foster care and adoption.
- 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.

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.