



## Job Description

### Position Title

Resource Family Coordinator

### Reporting to

Director of Programs

## Position Summary

The Resource Family Coordinator is responsible for the administration, development and delivery of the Resource Family Program. The Coordinator is to maintain the Child Placing Agency Regulations in order to recruit and license resource family homes and to provide case management services to these families and the foster children placed in their homes. He or she is responsible for the recruitment, licensing, training, relicensing and supporting of the organization's resource families to include supervision of up to eight licensing specialists. This position reports directly to the Director of Programs and will have extensive knowledge and experience in the delivery of child welfare services. The position entails a caseload of up to 25 licensed resource families, the foster children placements in those licensed homes, and the accuracy of documentation in the resource family and foster child's file, as well as performance of other job responsibilities. The Resource Family Coordinator will also be responsible for all other duties designated by his/her supervisors that will benefit the organization.

## Duties and Responsibilities

### Management

- Supervises, manages and executes the Resource Family program to ensure program accountability and integrity.
- Maintain program licensure.
- Ensures that necessary data is collected and provided to the Director of Programs in a timely manner.
- Evaluates program areas and service needs on a regular basis according to agency, funding, and quality assurance standards.
- Monitors and measures information and data on child welfare trends with a goal of continual program improvement.
- Directs, plans and coordinates the work of the Resource Family program staff including supervision and evaluation, training and team building.
- Organizes and attends departmental meetings to maintain effective communication and address program effectiveness
- Ensures adequate and qualified staff and volunteers to carry out the program's activities.
- Provides strength-based, reflective supervision with Licensing Specialists on a monthly basis.

### Training

- Satisfactorily completes initial training program.
- Attends and participates in regular staff meetings, ongoing training/in-services and supervision.

### Resource Family Services

- Provides leadership, support and participates in daily activities essential to the completion of program objectives in accordance with agency policies; including, but not limited to, family recruitment, licensing, relicensing, support services, family assessment, referral and coordination, case plan development and documentation of services.



Demonstrates a motivation to familiarize self with parent-child interaction and child development materials and the dynamics of child abuse and neglect.  
Seek to market, grow, expand, and extend the programs to families and children throughout Beaufort County and the surrounding four counties.  
Facilitate an environment of transparency and accountability with all program partners and SCDSS

### **Professional Contacts**

Works cooperatively with other professionals assisting the family.  
Demonstrates ability to work as part of a team.  
Develops and maintains relationships with the Department of Social Services Child Protection Team.

### **Case Management**

Maintains and monitors staff caseloads and work assignments.  
Establishes case plans with goals, objectives and activities.  
Manages assigned caseload and related work responsibilities.

### **Miscellaneous**

Maintains confidentiality requirements of the agency.  
Reports immediately to the Department of Social Services or Law Enforcement any suspicion of abuse or neglect as required by law.  
Participates in and represents CAPA at community events and provides support at CAPA events, as assigned.  
Performs any other related duties as may be necessary to the functioning of the agency or at the request of the supervisor.

### **Qualifications**

Bachelor's degree in in social work, human services, counseling, psychology, sociology, child care, education or other related field required; Master's degree in social work, human services, counseling, psychology, sociology, child care, education or other related field preferred  
Two years professional experience working with children and families in the child welfare system  
South Carolina Certified Adoption Specialist required within six months of employment  
Must possess the knowledge of family dynamics and the provision of family centered services; the ability to interact and relate well with families from a variety of different lifestyles, backgrounds and ethnicities; understanding of diverse parenting styles  
Strong listening and communication skills are critical  
Strong analytical and problem solving skills and ability to work independently and as part of a team  
Sound computer skills including word processing and database management  
An understanding of the non-profit, voluntary and social services sector  
Must have the ability to interact in a professional manner with staff, clients, DSS staff, foster children, resource families, and the general public  
The knowledge of and ability to access community resources including public behavioral health  
Must be 21 years or older  
Ability to work flexible hours  
Access to reliable transportation, valid driver's license, approved insurance coverage (to include being approved by CAPA's automobile insurance carrier) and clean driving record  
Ability to climb stairs, bend, crouch, and lift 50lbs and may require long periods of sitting and standing  
Must have no criminal record  
Must have no history of substantiated child abuse or neglect  
Bilingual capabilities preferred