JOB POSTING

LOCATION: Florence/ Lexington/Danville/Somerset DATE POSTED: 04/03/2017
Contact: Andy Fisher/ Amanda Gahafer POST UNTIL: 04/17/2017

JOB TITLE: Foster Parent Recruitment Specialist DIVISION: Business Development
REPORTS TO: Director of Business Development/ Vice President of Compliance and Clinical Services
GRADE: E (Exempt) EEO: 2

Effective Date: 03/01/2017

PRIMARY FUNCTION: Responsible for recruiting foster families and assisting with the certification and licensing process for those families.

KEY RESPONSIBILITIES AND DUTIES: The responsibilities and duties for this position include, but are not limited to the following:

- Recruit foster families who can be certified by Sunrise for foster parent licensure and who have the ability and desire to provide foster care to referred clients of Sunrise.
- For the purpose of recruiting foster families, establish and maintain community contacts such as:
  - Schools
  - Churches
  - Community organizations
  - Service groups
  - Other resources as deemed appropriate
- Work with the Vice President of Compliance and Clinical Services, Director of Business Development, Director of Marketing, Vice President for Community-Based Services, and Foster Care Directors to develop a multi-systemic approach to recruit foster families including, but not limited to:
  - Advertisements (determine value and efficacy of such advertisements)
  - Presentations to the community and civic clubs
  - Utilizing current foster families for recruiting
  - Assure articles and stories related to foster care placed in news and social media outlets
- Function as the point of contact for prospective foster families.
- Establish positive and working relationships with prospective families
- Provide licensing requirements to prospective foster families
- Follow up with prospective foster families through the training and certification process
- Assist Foster Care training staff as requested to assure certification is completed (assist with home studies, references, health and safety reviews, etc. as requested).
- Track all inquiries by individuals/families interested in providing foster care.
- Track progress on all families who participate in the foster care certification and licensure process.
- Attend staff meetings in order to contribute to program issues and provide updates on recruitment process.
• Meet with supervisor on a monthly basis in order to review performance and identify needs.
• Other duties as assigned

QUALIFICATIONS:
• Interpersonal Skills: High degree of skill in nonverbal, oral and written communications: sophisticated ability to identify, define and explain complex problems and the persuasion skills necessary to implement solutions to those problems. Must be able to communicate over the telephone and video, and must be able to create and read correspondence.
• Education: BA in human services, education, or public relations with demonstrated public relations skills.
• Experience: Minimum of 2 years of experience in human service, communication, marketing, or training related experience with a proven history of positive results.
• Skill: Knowledge of standardized, but moderately complex policies, procedures/or operations/programs requiring training and experience. Ability to organize moderately complex tasks and analyze complex issues. Independent judgment is a critical element.
• Creativity: Ability to generate imaginative work or ideas which affect moderately complex, multiple tasks; ability to conceptualize the implementation thereof, and the management of resources across work groups, programs and departments.
• Responsibility: Significant impact on quality and efficiency of regional services or revenue/expenses. Policies and procedures govern activities. Permitted to make decisions on problems/issues subject to prior approval by supervisor.
• Supervision: None
• Other: Must be able to travel to include overnight stays; to drive unassisted statewide as necessary; to present to groups of all sizes on a variety of subjects.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.