

**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

LOCATION: Somerset
CONTACT: Valerie Crume

DATE POSTED: 02/04/2020
POST UNTIL: 02/18/2020

JOB TITLE: Foster Care Director

DIVISION: Community Based Services

REPORTS TO: V.P. for Community
Based Services

GRADE: G (Exempt) **EEO:** 1

Effective Date: 08/01/2019

PRIMARY FUNCTION & PURPOSE: To provide administrative supervision for a case load of no more than seven foster care specialists.

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

- Insure the regional foster care program is adequately staffed through recruitment and hiring practices.
- Supervise "lead" foster care specialists and insure all foster care staff are adequately supervised.
- Develop, manage and control the regional foster care budget (revenue and expenses).
- Insure the operation of foster care programs in accordance with licensing and accreditation standards and contractual agreements.
- Supervise the provision of training and development for foster care staff and foster parents.
- Be responsible for insuring regular recruitment efforts are made within the foster care program.
- Manage an on-call emergency system.
- Oversee the proper assignment of cases to foster care specialists.
- Provide oversight for admissions, treatment planning, and discharge of children in foster care.
- Serve as program PREA coordinator
- Other duties as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions.

- **Education:** Master's degree in social work on related human services field or bachelor's degree with at least two years direct experience in treatment foster care supervised by master's level administrator.
- **Experience:** See above.
- **Skills:** Knowledge of an extensive body of policies, procedures and/or operations/programs requiring special knowledge developed from specialized training and extensive experience. Independent judgment is a critical element of jobs at this level.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.
- **Supervision:** Supervises 7-10 staff persons in a wide variety of activities or complex activities.
- **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary.

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.

I have reviewed, understand and have received a copy of the job description.

Employee Name (please print)

Date Signed

Employee Signature

