

## GUIDELINES FOR POSITION

- Position: Foster Care Family Worker, \$17-20 per hour DOQ
- Qualifications: 4-year degree or master degree in social work or related field, Social Work license preferred, but not required. Experience in foster care, child welfare, and/or related work. Must possess culturally aware understanding of working with diverse communities. Pay rate based on experience and licensure. Must be proficient with computers and have a high level of written and oral communication skills, as well as able to pass a criminal background check as required by Minnesota law. Must possess a valid driver's license and provide a reliable means of transportation for the performance of work responsibilities.
- Reports to: Programs Manager
- Position Purpose: Under the general direction of the Programs Manager, this client services focused position works directly with individuals and families desiring to provide homes for children in foster care. The worker also provides direct service to prospective and current foster/adoptive families, prioritizing the client (child and parent) at all times. The worker provides home study assessments for foster care licensing and is responsible for supervising and monitoring placements.
- Our foster care program is focused on recruiting and serving families who reflect the children in care who are primarily children of color; as well as licensing relative or kinship families to secure familial relations for children in the child protection system. The worker in this position must be committed to this focused effort.
- Schedule: Typical hours are 8:00-4:30 M-F with some late afternoon, evening, and weekend work required.

### 1. Pre-foster care counseling and assessment

- Answer prospective client inquiry calls and conduct individual information sessions.
- Three to six interviews which focus equally on information gathering, assessment, education, support, and counseling
- Gather information from family and other sources in all areas outlined in the autobiography format and study template
- Assist family in determining type of child most appropriate for them and establish the Service Plan
- Assess the areas in which more preparation is necessary prior to completion of the study and direct the family to available resources
- Provide information on cultural issues, realities of needs experience by children in identified program, needs of older children, and all applicable foster care laws, policies, and procedures
- Provide supportive, honest counseling to clients when a foster care study cannot be written or approved

2. Study and written reports

- Summarize the information gathered during counseling in a narrative home study in accordance with all program requirements
- Complete updates, letters of support, placement reports, evaluations for court reports, and case records
- Complete foster care licensing and supervision, as needed

3. On-going support and counseling to families

- Provide information and support for families during the wait for foster care placement and for the duration of placement
- Review child referral information with family
- Complete placement visits and reports as required by agency standards, as well as state and county requirements
- Provide consultation, counseling, assessment, and referral for families and children throughout the licensure process
- Value the uniqueness of each individual by executing a strength-based approach and respectful engagement with the children and families we serve

4. Group work and training

- Facilitate support and education groups on foster care
- Conduct trainings as required by Minnesota DHS and agency standards
- Make meaningful, creative contributions to agency committees
- Understand and participate in the teamwork model of service delivery

5. Agency expectations

- Keep schedule up to date on Staff Coverage log
- Maintain professionalism in appearance and conduct
- Participate as needed in staff meetings, in-service training, consultation meetings, and workshops
- Complete work according to established guidelines and timelines
- Inform supervisor of caseload, potential problem situations, and suggestions to improve agency function
- Maintain continuing education, as well as ethical and professional standards as required by Minnesota professional mental health license (if applicable) and agency policies
- Contribute to the agency's overall well-being and effectiveness by fully communicating needs, ideas, and concerns directly to other team members, and manager
- Engage as a fully participating team member in day to day tasks as well as special activities
- Other duties as assigned by supervisor and/or director

**Equal Opportunity Statement and Non-Discrimination Policy**

The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.