



Foster Support Specialist

The Lions Meadows of Hope is seeking a Foster Support Specialist to serve the Payne/Lincoln County area. LMOH is committed to ensuring the availability of safe and loving foster homes for children of all ages and needs in OKDHS custody with the primary goal of keeping brothers and sisters together.

Job Summary

The Foster Support Specialist serves as the primary contact and support for foster families and the children that are placed in their homes. The Foster Support Specialist's primary tasks is to assist in recruiting foster families, facilitate the training and certification process of foster parents, and provide ongoing monitoring and support to foster families. In this role, the individual will advocate for the ongoing needs of the foster families and children on their caseload while also providing ongoing monitoring and assessments of safety in the home.

The successful candidate must have a bachelor's degree in social work or a bachelor's degree in a behavioral or social science or related field and two years of experience in children's or family services. They are highly organized and enjoy working within an environment that is mission-driven, fast-paced, and results-oriented.

The candidate must pass an FBI criminal background check, driving records check and have multiple supportive references. Send cover letter and resume (including references) to bryan@lionsmoh.org

Responsibilities

- Manages a caseload of approximately 22-25 children or approximately 12 foster families.
- Facilitate the certification process of potential foster parents including, completing background searches and submitting applications, completing reference checks, house assessments, financial assessments and assist in facilitating required training.
- Provide ongoing monthly (sometimes more frequent) visits of the foster homes to ensure safety and support of the children placed in the home.
- Complete paperwork required for annual assessments and maintain any required documents are valid and not expired.
- Be available outside of normal business hours to foster families and share the responsibility of 24-hour placement and crisis management with other staff.

- Maintains a close working relationship with public and private agencies involved in providing foster care services/support.
- Works with the Foster Support Supervisor to place children in foster homes.
- Completes documentation and submits reports containing descriptive, analytical and evaluative content.
- Coordinates with the Child Placement Supervisor to ensure regulatory compliance by care providers. Reviews and monitors current certification standards with care providers.
- Coordinates with Agency staff, and staff from external public and private agencies, on the delivery of services to children and families.
- Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.
- Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.
- Develops, promotes and practices teamwork in all activities.

Requirements

- Bachelor's degree in social work or a bachelor's degree in a behavioral or social science or related field and two years of experience in children's or family services.
- Proficient in Microsoft Word, Excel
- Detail oriented with strong written & verbal communication skills
- Familiarity with TBRI (Trust Based Relational Intervention) or similar modalities preferred.

Compensation & Benefits

- Salary \$38,000/year
- Use of company vehicle for commuting and business use.
- 2 weeks vacation, 2 weeks sick-time, 11 paid holidays annually
- 99% paid coverage for employee, 50% paid coverage for dependent health insurance, and dental insurance
- VSP Vision Coverage provided for employees and dependents at no cost to employee
- 401K available. Employee contributions matched 200% up to 3% of pay
- Educational Assistance Program available after one year of employment
- \$50/month wellness reimbursement benefit
- \$100/month cell phone allowance