**Posting Date:** December 6, 2013

**Job Overview:**
This position recruits, screens, evaluates and presents foster parent applicants for approval.

**Responsibilities:**
- In order to recruit foster parent applicants, the home finder is to arrange at least one speaking engagement per week at organizations of diverse cultural, social, religious, and economic affiliation. Upon prior approval, the home-finder may knock on doors or hand out/post flyers in lieu of speaking engagements only when such engagements are difficult to schedule (such as the Christmas holiday). Home finder may hold a monthly open house as the recruitment event.
- The home finder is to publicize speaking engagements through the website, email, newspapers, radio, television and flyers.
- The home finder is to design a stand-up advertisement tool to take to speaking engagements. He/she must also bring brochures, foster parent applications, self-addressed envelopes and business cards to speaking engagements.
- The home finder will recruit foster parent applicants through newspaper advertisements/articles, public service announcements, and radio shows.
- The home finder is to screen applicants on the phone in accord with TPFC and State regulations concerning foster parenting.
- The home finder is to recruit solely for foster parents that will take a certain age group (e.g. infants, teenagers) or status (e.g. dependent/delinquent) homes when appropriate.
- Home finder must respond to (contact by telephone) phone screening and referrals within 24 hours of being assigned the case.
- The initial visit for prospective foster parents and kinship parents must take place within 5 days of first telephone contact. At the initial visit a general orientation will take place and home finder will distribute and explain all required paperwork.
- The home finder must make home visits in connection with foster home screenings to check on readiness to start and to give the foster parent initial documents.
- The home finder is responsible for completing the TPFC compliance process for county referrals, emergency kinship referrals, internal kinship referrals, A Second Chance referrals and for transfer referrals.
- The home finder (once home is accepted) will schedule prospective foster/kinship parent for the next training and will follow-up until training is completed.
- The home finder will send a letter to the prospective foster/kinship parent to “acknowledge” their participation in the process, a reminder “check list” and reinforce the time and date of the next appointment.
- The second visit to prospective foster parent/kinship parent must take place within 21 days of the initial visit.
• The third visit to the prospective foster parent/kinship home must take place within 30 days of initial visit.
• The fourth and final visit (barring any extenuating circumstances) must take place within 40 days of initial visit.
• The home finder is to evaluate applicant in their own homes and to write home studies. The kinship home studies should be ready for submission within the first 45 days of the initial visit.
• The home finder is to check all references within 40 days of initial visit. The home finder must complete necessary paperwork for file approval and must submit it to the Director of Case Management in a timely fashion.
• A child minder is to be certified for each foster/kinship parent applicant.
• The home finder is to assist with the orientation of applicants.
• The home finder is to perform a final compliance check.
• The home finder is to present foster/kinship applicant file to the Director of Case Management for approval.
• The home finder is responsible for ensuring foster parent applicant files are complete and in compliance with Agency, City and state Regulation, at the point of presentation for approval.
• The home finder must approve all appropriate kinship applicants within 50 days of initial visit. The home finder must approve all appropriate foster parent applicants within 60 days of initial visit.

**SKILLS:**
• Proficient in both Spanish and English preferred.
• Culturally sensitive to the needs and diversities of multi-cultural communities.
• Skills in typing, basic computer operations, Microsoft, PowerPoint, Excel.
• Strong organizational skills.
• Knowledge of social services, child welfare and family systems services.
• Able to work independently, demonstrating good judgment and prioritizing.
• Must be accurate and detail oriented.
• Practices good customer service skills in all working relationships.
• Experience facilitating public meetings, and other public forums.
• Strong interpersonal skills, respectful, and courteous nature.
• Strong writing and oral presentation skills.
• Ability to attend evening and weekend community events and meetings.

**EXPERIENCE:**
Previous experience as a foster home recruiter preferred.

**EDUCATION REQUIREMENT:**
Bachelor’s degree in social work or a related field preferred but not required.

**SALARY:**
(indicate job pay grade based on PHMC’s compensation structure)

**CONTACT INFORMATION:**
Forward Resume to:
David Fair
Turning Points for Children
415 S. 15th Street
Philadelphia, PA 19146
Fax: 267-236-1565
Email: dfair@tp4c.org

*Required Fields – must be completed in order to post
**Must provide at least one more additional contact beside the address