JOB TITLE: Bilingual Resource Parent Coordinator

Reports to: Family Social Services Manager
Classification: Exempt
Status: Full-Time
Department: Family Social Services
Division: Family Social Services
Date Approved: 5/30/2014

General Description:
The Resource Parent Coordinator provides recruitment, monitoring and support services in compliance with and as directed by contract through the Pennsylvania Department of Public Welfare, the Philadelphia Department of Human Services, and the Community Umbrella Agency/ies to which Concilio sub-contracts. The Coordinator’s role is to: (1) recruit, train, screen and approve prospective foster and kinship parents (2) supervise all services provided by the component through direct supervision and oversight; and (3) maintain all documentation meeting state/county standards and best practices The Resource Parent Coordinator has access to confidential client information and is expected to handle such information with integrity and professionalism.

Duties and Responsibilities:
- Responsible for the recruitment, screening, training, and approval of prospective foster parents.
- Receive and manage all new child placements during business hours and on call. With such, in collaboration with the program manager, manage billing and service related documentation and services for all placements including after hours.
- Manage and oversee annual re-credentialing of foster and kinship parent homes for participation in the foster care program via the work of the Resource Parent Coaches.
- Manage the monthly in-services and attendance, via support of Coaches to plan and lead.
- Provide training and follow up services to foster parents as required by contract or as requested.
- Recruit, train and certify parents for treatment foster care.
- Manage the ongoing support of resource parents through supervision and planning of Resource Parent Coaches.
- Establish a working team relationship with placement families to ensure child’s well-being, promote positive growth and development and maintain stability of placement.
- Manage & monitor the plan and execution of weekly outreach activities by the unit.
- Maintain case records with timely and accurate documentation meeting state/county standards and best practices.
- Participate in weekly program meetings and monthly staff meetings.
- Lead bi/weekly supervision of designated staff and team meetings with unit for group planning and coordination.
- Participate in case reviews, as scheduled for individual cases, and present clinical case issues.
- Attend trainings as required.
- Respond to work related emergencies after 5:00 pm and on weekends as necessary, participate in the on-call rotation.
- Perform other duties as assigned by the Manager of Family Social Services.
- Maintain on-going mutually supportive, professional collaboration with the Philadelphia Department of Human Services, Community Umbrella Agencies, other state/county agencies, auxiliary services and community resources.

Supervision:
- Supervise Resource Parent Coaches, parent educator, and administrative staff as assigned.
- Coach, monitor, and provide as appropriate for high quality all foster and kinship parent support services;
- Plan, provide as appropriate, and oversee all continuing education training to resource parents.
JOB DESCRIPTION

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via monthly in-service:
• Ensure all data management and compliance via supervision, monitoring and reports;
• Support supervisees in achieving their optimal potential and professional growth through high quality supervision, evaluation, and feedback.

Qualifications/Requirements
◆ Bachelor’s or Master’s Degree in Social Work or in a related field plus two years experience in Human Services, preferably child welfare.
◆ Foster care experience strongly preferred.
◆ Supervision experience strongly preferred.
◆ Demonstrated counseling and collaboration skills required.
◆ Coordinator should be resourceful, able to establish and maintain good working relationships with a variety of clients, other professionals and foster parents.
◆ Coordinator must understand and preserve the importance of confidentiality and discretion.
◆ Knowledge of the social services network in Philadelphia.
◆ FBI, Pennsylvania Childline and Criminal Background Clearances.
◆ Bilingual (English/Spanish) required.
◆ Excellent oral and written communication skills, ability to deliver strong and engaging trainings for foster and kinship parents.
◆ Excellent analytical ability.
◆ Computer and technological proficiency required.
◆ Ability to work under pressure and handle emergency situations.
◆ Must have valid driver’s license and insurance and able to travel and be flexible.

Competencies & Personal Characteristics:
◆ Ability to write well, including articles for publication.
◆ Well-developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature
◆ Strong marketing and events planning skills
◆ Effective leadership and team building skills.
◆ Results oriented with the ability to balance other business considerations.

Organizational Accountability & Relationships:
◆ Reports directly to the Family Social Services Manager.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be mobile at times, must have valid driver’s license and insurance and able to travel and be flexible.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

General Sign Off:

I hereby acknowledge that I have read this job description. I fully understand the duties and responsibilities required of this position. I also agree to fulfill the job requirements as delineated herein and to adhere to all company’s policies & procedures.

______________________________  ______________________
(Employee’s Signature)            Date

______________________________  ______________________
(Employee’s Supervisor)           Date

CONCILIO IS AN EQUAL OPPORTUNITY EMPLOYER (M/F/D/V)