

Hands Across The Water
Job Description

Title: Recruitment and Retention Specialist

Qualifications:

The Recruitment and Retention Specialist shall hold a minimum of a high school diploma. A bachelor's or master's degree from an accredited college or university in a human behavioral science or other field is preferred.

Appropriate candidate is an energetic individual who loves people and is skilled in outreach, relationship-building and public speaking to recruit and retain high quality foster and adoptive parents. Must have the ability to think "outside the box" in regard to recruitment and retention efforts and activities. Must understand the complex needs of children and families in the child welfare system in order to provide empathic support and mentoring to families. Strong knowledge and skills in family assessment, problem solving and crisis intervention necessary. Appropriate candidate will have an understanding, preferably personal, of foster care and/or adoption and the issues involved both for the foster/adoptive family and child in order to establish trust and rapport with families. Appropriate candidate for this position must have the ability to handle stress well, be an active listener with good communication skills, be flexible with a work schedule including some evenings and weekends, and able to handle change, be a team player yet able to work independently. Candidate must be able to multi-task while maintaining responsibility and follow-through. Appropriate candidate must be able to understand and follow the agency's Mission and Vision statements.

Candidate may not have been convicted of child abuse or neglect, a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire, or be listed on the central registry as a perpetrator of child abuse or child neglect. The Recruitment and Retention Specialist shall possess a valid Driver's License, positive driving record and proof of automobile insurance.

Hands Across The Water does not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, gender identity or expression, sexual orientation, political beliefs or mental or physical disability.

Salary: According to the current salary schedule.

Job Overview:

The primary function of the Recruitment and Retention Specialist is to ensure that the agency maintains a sufficient pool of potential foster and adoptive families by ensuring high quality customer service, education and support for families. The Recruitment and Retention Specialist will handle inquiries from families interested in fostering or adopting

through the child welfare system, as well as organizing and facilitating agency foster home licensing orientations, trainings and support groups. This position involves out of office work through regular representation of the agency at licensing coalition meetings in the areas of the state served by the agency, one-on-one meetings with families when needed and organization and facilitation of family-oriented retention events in the community.

Training: The Recruitment and Retention Specialist will complete all agency mandated orientation and ongoing training related to assigned programs as required (a minimum of 16 hours per calendar year).

Job Responsibilities and Duties:

- 1) Develop, coordinate and initiate recruitment/retention plans designed to ensure that the agency maintains a sufficient number of quality foster and adoptive parents.
- 2) Appropriately and professionally present agency's foster care and adoption programs and provide presentations to groups of individuals for recruitment purposes.
- 3) Record and maintain the data necessary to measure the effectiveness of various recruitment/retention efforts.
- 4) Plan and execute foster parent retention events/activities at least quarterly (trainings, free events for families, respite days, holiday events, acknowledgement of service).
- 5) Help develop and prepare recruitment materials for promotion of HATW services and programs within the community.
- 6) Maintain contact and follow-up with all those expressing interest in HATW services.
- 7) Determine training needs of family and ensure family receives said training.
- 8) Plan and conduct education classes as directed. This includes the development of a family-specific education plan if needed.
- 9) Plan and conduct individual and/or group foster care orientation meetings with prospective families on a regular basis.
- 10) Develop rapport/relationships with all agency foster families through regular contact (at least monthly) through phone, email, in-person contact, especially during transition of children in and out of the home.
- 11) Work with families in HATW foster care program once they become licensed and accept placement of children – answer questions, assist in their transition, educate, prepare, support.
- 12) Participate in monthly POS Coalitions in areas of service, including, but not limited to, Washtenaw, Monroe, Lenawee, Livingston and Wayne Counties.
- 13) Facilitate a positive working relationship with DHHS, DCWL, networking agencies, licensing consultant, and clients. Maintain a good working relationship with the HATW foster care and adoption departments.
- 14) Facilitate bi-weekly family training/support group for agency families.
- 15) Maintain compliance with State of Michigan Policies and Regulations specific to all case activities.
- 16) Attend agency staff and program related meetings.
- 17) Participate in agency trainings as directed.

- 18) Maintain 16 hours of job-related training per year as specified in the Personnel Manual or as determined by the State contract.
- 19) Maintain an up-to-date personnel file as directed by Human Resources.
- 20) Additional duties as directed related to program.

Accountability:

The Recruitment and Retention Specialist is accountable to the State Programs Manager.