

**BUILDING FAMILIES FOR CHILDREN, INC.**  
7161 Columbia Gateway Dr., Ste. A  
Columbia, MD 21046

**POSITION DESCRIPTION**

**POSITION:** Recruitment & Certification Manager  
**PROGRAM:** CHOSEN Treatment Foster Care  
**DATE:** August 2020  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** CHOSEN Program Director

**APPROVED:**

|                           |             |
|---------------------------|-------------|
| _____                     | _____       |
| <b>Executive Director</b> | <b>Date</b> |
| _____                     | _____       |
| <b>Employee</b>           | <b>Date</b> |

*The employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.*

**POSITION SUMMARY**

The Recruitment & Certification Manager is responsible for recruiting and certifying foster parents into the CHOSEN Treatment Foster Care program. This position is critical to the marketing and growth of qualified and well-trained CHOSEN foster parents in the targeted service area. The Recruitment & Certification Manager is responsible for coordinating the certification and pre-service process for new CHOSEN parents, ensuring these families are capable of providing a loving family environment for Maryland's most vulnerable youth. As a part of the CHOSEN planning team, this position will be involved in the strategic planning initiatives of the program. The Recruitment and Certification Manager works in collaboration with the Intake Coordinator to ensure the program has enough viable beds/homes to meet both the contracted census as well as the budgeted census. This position also ensures continuous program compliance with agency policies and procedures, as well as external licensing and/or regulatory agencies, and assists in program development and evaluation as needed.

**ESSENTIAL RESPONSIBILITIES**

*Recruitment*

- Develop CHOSEN Program Recruitment Plan with oversight and input from the Program Director and other members of the recruitment team to include the Director of Organizational Performance, Director of Marketing and Executive Director.
- Monitor and adjust the Recruitment Plan as needed based upon the outcome of quarterly Recruitment Plan review meetings to determine the effectiveness of recruitment strategies in achieving the recruitment outcome goal.
- Screen initial callers and follow-up with them as necessary,
- Facilitate agency orientation events and provide information to attendees about the CHOSEN program.

### *Certification*

- Ensure the completion of the SAFE home study process by functioning as SAFE Home Study Supervisor, working collaboratively with SAFE Home Study Consultant, with oversight from the Program Director, to ensure that the home study document and all supporting certification documentation is received, reviewed and approved prior to 120 days from the signing of the foster parent application, per COMAR regulations.
- Coordinate with the Administrative Assistant in working with outside resources to ensure that all necessary certification documents have been received (e.g. fire and health inspections, CPS reports, references).
- Maintain organized files of prospective foster parents during the certification process.
- Complete and/or ensure the completion of all necessary paperwork for potential CHOSEN parents.

### *Compliance*

- Follow all program procedures and licensing regulations concerning screening and certification of potential CHOSEN parents.
- Accurately complete in a timely manner all program accountability and documentation procedures (including data entry into Extended Reach for referrals & foster parent inquiries).
- Understand and follow all relevant licensing requirements as they relate to recruitment & certification.
- Assist in the annual recertification process for foster homes without placement.
- Provide case-related crisis intervention as needed, as well as support 24-hour emergency “on-call” services according to an assigned schedule.
- Participate in audits both internally and by external agencies, as necessary.

### *Pre-Service Training*

- Create and maintain an annual Pre-Service calendar.
- Ensure that all documentation from potential foster parents participating in pre-service class is completed thoroughly and accurately.
- Lead all Pre-Service classes, if approved as TBRI® Practitioner or coordinate with lead trainer.
- Work collaboratively with the TBRI Pre-Service facilitator to establish an individualized teaching session whenever there are less than 3 families able to participate in a group learning session.
- Follow-up on parent’s successful completion of all required tests and homework.
- Set-up the space for training and ensure all supplies are provided, including a meal if appropriate.
- Complete and send write-ups on each Pre-service participant to the CHOSEN Leadership team which will help inform the placement process.

### *Case Management (as needed)*

- Provide case management services to CHOSEN youth through regular contact with youth’s treatment team and family.
- Conduct a minimum of 2 face-to-face home visits with youth and foster parents per month.
- Complete case documentation within 2 weeks of contact (recommended daily).
- Report concerns about the safety of a youth or family to the supervisor and appropriate outside agencies within 24 hours.
- Coordinate & facilitate quarterly treatment team meetings and complete treatment plans.
- Ensure the continuous physical well-being of youth and families.
- Complete quarterly youth CANS assessments on assigned cases.

### **NON-ESSENTIAL RESPONSIBILITIES**

- Communicate with the Program Director on a weekly basis regarding recruiting & certification progress.
- Represent the BFC programs at community events and other engagements.
- Participate in quarterly In-Service trainings for CHOSEN parents.

- Attend trainings as needed related to trauma informed care, attachment-based work and/or TBRI®.
- Provide written and verbal reports to the CHOSEN Program Director; as requested.
- Participate fully in the designated CHOSEN team meetings.
- Meet annual goals relating to the recruitment and certification of new CHOSEN parents.

## **COMPETENCIES**

- Knowledge of family systems and their impact on the family
- Good organizational and time management skills
- Good written and verbal presentation skills
- Willingness to maintain a flexible work schedule
- Understanding of the Agency's mission, values, policies, procedures, & service philosophy
- Ability to provide necessary self-care
- Ability to work comfortably in both secular and faith-based environments
- Knowledge of and sensitivity to the service population's cultural & socioeconomic characteristics
- Ability to delegate responsibility and be delegated to
- Ability to address interpersonal barriers and strengths in staff and foster parents
- Knowledge of the legal and/or policy requirements governing service delivery
- Ability to lead and motivate others to perform optimally
- Ability to stay focused on goals and objectives
- Ability to maintain SAFE Home Study Certificate
- Familiarity with and/or willingness to learn applications of Trust Based Relational Intervention, attachment theory and behavioral principles for child & family treatment
- Capacity to work well independently and with a diversity of consumers, stakeholders and staff
- Excellent conflict management skills and ability to teach those skills
- Willingness to be available as needed for crisis intervention and consultation on a 24-hour basis
- Willingness to perform any professional function of other staff as necessary

## **JOB SPECIFICATIONS/QUALIFICATIONS**

Advanced degree from an accredited program of social work, at least four years of direct practice experience in child welfare. Maryland social work licensure required. LMSW or LCSW-C and Board Certification to Supervise preferred. Prior experience with foster care child placement and certification of foster homes with SAFE home study certification preferred.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **TRAVEL**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be requested. The employee will regularly be required to drive: a valid driver's license, insurance and clean driving record are required.

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets & fax machines. This position also requires meeting in a home or community setting.

**SUPERVISORY RESPONSIBILITY**

This position will provide supervisory support as needed should the CHOSEN Program Director, Director of Organizational Performance & CHOSEN Supervisor be out at the same time. This position will fulfill the on-call supervisor role on a rotating basis.

**OTHER DUTIES**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or be added at any time with or without notice.