

FAMILY ADVOCACY MANAGER

PURPOSE:

Lead and implement a foster care services team with the collaboration of community members and churches. Focused on the recruitment and retention of foster parents; advocacy and licensing services; and community engagement.

ACCOUNTABILITY:

The Family Advocacy Manager is directly accountable to the Regional Director or VP of Programs.

DUTIES & RESPONSIBILITIES:

Leadership and Planning

- Lead and implement a team of Family Advocates to recruit, train, license, and advocate for families interested in foster care.
- Uphold Coyote Hill and Child Placing Agency policies and procedures, including leadership expectations and core values.
- Oversee implementation of area program budget.

Program Oversight and Implementation

- Respond, process, and follow up with all new inquiries on becoming a Foster Parent, Respite Provider, or Volunteer.
- Maintain and oversee the records on the foster families licensed by Coyote Hill; ensuring Family Advocates are keeping records updated in all systems utilized by Coyote Hill or the state of Missouri.
- Maintain a partial caseload of foster families; providing them with the same attention and care as a Family Advocate.
- Provide support in the initial home consultation with Family Advocates to discuss application process and any potential modifications needed within the home to fit licensing requirements.
- Assist in creative problem solving for families in the service area.
- Oversee reporting utilized with the CRM systems for staff accountability, internal reports and board reports.
- Manage intake calls on a rotating basis for potential foster child placements in Coyote Hill's licensed foster homes.
- Attend other trainings to stay up to date on new policies or best practices for trauma-informed care.
- Oversee each program activity (i.e. Family Connections, community group, respite events, etc.).

Recruitment and Collaboration

- Partner with Development to recruit foster parents and volunteers within the community and local churches.
- Be the lead liaison between Children's Division and other partner agencies to aid either foster or biological parents.
- Maintain or delegate maintenance of a local area social media presence.

- Assist development staff by providing content for newsletters.
- Other duties as assigned.

REQUIREMENTS (Qualifications & Competency):

Must be at least 21 years of age, holding a college degree, preferably in a field related to social work. Previous experience with Foster Care is preferred. Previous leadership experience is preferred. Must hold a valid driver's license, have and maintain a risk-free driving record, be able to drive day or night. This individual must be willing to complete the foster parent train-the-trainer curriculum and additional training, as necessary. Must be willing and able to work irregular hours, including some evenings and weekends. Regular and predictable attendance is also expected.

Must be willing to undergo an initial and periodic police/law enforcement records check and must pass the background screening process required and conducted by the Missouri Department of Social Services and maintain a positive screening.

Must have a demonstrated proficiency in phone use, and general office etiquette. This job requires skills as an excellent communicator, with high attention to detail. Experience in conflict management and some basic knowledge of human development is ideal. Being personable and empathetic with others, ability to collaborate well with others, and effectively meeting deadlines are necessary aspects of the competencies required for this job.

Must be able to make sound decisions in crisis situations and under pressure. Must be able to comfortably and confidently speak to a group of people and discern the nature of a potential foster parent's motive.

ACKNOWLEDGMENT

- I have reviewed this job description, and I understand my job duties and responsibilities. I am able to perform the essential functions of this role as outlined above. I also understand that my job may change on a temporary or regular basis according to the needs of Coyote Hill. I have addressed any questions I have about this job description before signing below.
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Signature: _____

Date: _____