RESOURCE DEVELOPMENT ADVOCATE

**Job Category:** Resource Development

**Job Status:** Full-time

**Reports to:** Resource Development Director

**Job Summary:** The Resource Development Advocate provides assessment of families for foster/relative/adoptive/respite licensure. The Resource Development Advocate is also responsible for building and maintaining a working relationship with licensed families. The Resource Development Advocate will provide on-going support and advocacy though quarterly visits and monthly contact.

**Responsibilities:** Primary responsibilities include but are not limited to:

- Maintain licensure to produce resource provider/foster homes that meet state licensing requirements at all times.
- Follow requirements and policies of agency, contracts, state regulations and COA standards.
- Complete home studies, progress notes, and any other documentation requirements in a timely manner.
- Conduct initial and quarterly home visits within stated guidelines.
- Complete home study updates as necessary (i.e., any significant changes and at renewal).
- Ensure renewal licensure occurs in a timely manner.
- Ensure all required items are retained and filed to meet licensing policies.
- Ensure all monthly statistics are completed by 28th of each month.
- Maintain monthly phone contact with parents to provide support and to stay informed about foster children in their home.
- Provide advocacy and support for licensed families.
- Attend any required meetings and court hearings.
- Maintain up-to-date documentation of client contact and progress in MyAvatar and FACES.
- Assist in child placement matches as request by Cornerstones of Care’s Homefinding Center.
- Schedule a home visit within 48 hours of being notified of an OHI investigation.
- Update FACES as needed with training received, criminal background checks, OHI information, approved licenses and appropriate contracts.
- Maintain frequent contact with case managers of children placed in resource provider homes to ensure quality of services and resolve issues/concerns timely as they arise.
- Participate as an active team member with all agency departments (i.e. attend meetings as assigned, ensure availability of residents for scheduled on and off campus appointments, etc.) so the agency’s efforts to assist clients and maintain licensing/contract/COA standards are coordinated for maximum effectiveness.
- Attend and participate in all scheduled meetings, court hearings, and trainings.
- Maintain strong, open communication with direct supervisor regarding services delivered, concerns or questions.

**Qualifications**

- Bachelor’s Degree (Master’s degree preferred) in social work (preferred) or in related human services field.
- Previous experience working with at-risk populations required.
• Demonstrated resourcefulness in setting priorities and proposing new ways of creating efficiencies.
• Outstanding organizational and planning skills.
• Solid commitment to the principles of support and advocacy for foster and adoptive families.
• The ability to collaborate and advocate for positive outcomes, using excellent interpersonal skills in multi-disciplinary, diverse, and dynamic professional teams.
• Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
• Demonstrated leadership ability, team management, and interpersonal skills. Must have ability to quickly establish rapport and build trust.
• Flexible and a self-starter; able to multi-task while also being highly detail-oriented while meeting all deadlines.
• Work as a necessary part of a team effort with colleagues of all demographics.
• Model ethical and professional behavior at all times.
• Participate in ongoing meetings/professional memberships and trainings as required by the Director/COO.
• Experience working with marginalized communities with a nuanced understanding of systemic oppressions.
• Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.

Additional qualifications:
• Ability to drive to home visits and meetings within licensing counties.
• Ability to be flexible in work hours including some evening and weekend appointments.
• Must have reliable transportation.

Compensation and Benefits
• Compensation commensurate with experience.
• Full-time, exempt position.
• Health, dental, vision, short and long-term disability, and life coverage options provided.
• We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

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