

**JOB DESCRIPTION**  
**JOB TITLE: Foster Care Navigator**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

The Foster Care Navigator will be responsible for aspects of foster parent recruitment activities in region 3. The Foster Care Navigator will be responsible for recruitment activities that include responding to and following up of initial interest inquiries, marketing in the region, analyzing each counties needs and demographics to determine appropriate recruitment goals, and researching target populations and locations to determine where best to initiate recruitment initiatives throughout the region. The Foster Care Navigator will then seek opportunities in respective counties to conduct presentations and participate in speaking engagements that enhance community awareness and increase recruitment potential. This position will deal with a diverse group of important external clients in the community and internal contacts at all levels of the organization. Independent judgement and creativity are required to plan, prioritize, and organize a diversified workload throughout a large coverage area.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Gather and analyze data to determine needs by county within the region where the number of children in conservatorship exceeds the number of foster homes/beds in the respective county. Foster care navigator will work to identify a child placing agency in each county in the region to partner with to focus on recruitment efforts in those areas. Foster Care Navigator will seek opportunities to enhance community awareness and will aid in recruitment efforts by attending community events in the region, networking with local social organizations and citizens, setting up a booth/table to provide the community with information at local events, presenting to the community via schools, local social groups/organizations, county boards, courts, etc.

Gather and analyze data by county within the region the number of kinship homes that are unlicensed and not connected to a local licensing agency. Foster Care Navigator position will work with kinship families to connect to one of the twelve licensing agencies in the region and expedite the licensing process. This could include assisting the family with paperwork, training, scheduling, etc.

Attend area resource/stakeholder meetings with child placing agencies, contracted providers, community resources, etc. and present recruitment efforts.

Co-facilitate virtual foster parenting 101 meetings throughout the month with a child placing agency. These meetings are informational meetings for those interested in becoming a foster parent and occur weekly.

Develop and co-facilitate virtual kinship 101 meetings throughout the month with a child placing agency. These meetings will be targeted to current kinship families with the goal of connecting them to a licensing agency in their area.

Develop connections with local provider network and partner with twelve licensing agencies in the region to assist with their respective recruitment efforts they are facilitating and offer support.

Support and attend/volunteer at community outreach events to represent 2INgage in the community.

Maintain a shared event calendar of recruitment events and resource table opportunities.

Maintain a shared calendar of each licensing agency's class/training schedule.

Assist community engagement manager with social media posting to include event notifications, informational posts, recruitment, etc.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

Develop, promote, and practice teamwork in all activities.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in the field of human services, or a related field.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

The employee is required to be able to safely operate a motor vehicle and possess a valid driver's license, therefore if using an agency vehicle, the employee must meet agency insurance underwriting standards. Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

**IV. 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.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

The Foster Care Navigator will be responsible for recruitment activities that include responding to and following up of initial interest inquiries, marketing in the region, analyzing each counties needs and demographics to determine appropriate recruitment goals, and researching target populations and locations to determine where best to initiate recruitment initiatives throughout the region.

The Foster Care Navigator will then seek opportunities in respective counties to conduct presentations and participate in speaking engagements that enhance community awareness and increase recruitment potential.

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Employee Printed Name

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Date

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Employee Signature