



## **Renewed Horizon Job Description**

### **Name:**

**Title:** Family Support Partner

**Department:** Family Support Services

**Supervisor:** Director of Family Support Services/Chief Executive Officer

### **Position Description**

The Family Support Partner is responsible for support of foster homes, children and youth in care, and/or biological families through family support services, including but not limited to ASFC family support, Parenting Time, Supervised Visitations, and Drug Testing. They will work closely with compliance to ensure proper completion, submission, and maintenance of client forms for files. Responsible for implementing new processes for services across all Family Support Services.

### **Role and Responsibilities**

- Serve as a Family Support Services Partner
- Serve as a Foster Care Support Partner
- Other duties as assigned

### **Job Duties**

#### **1) Serve as a Family Support Services Partner**

- Will supervise in-home services homes
- Will support biological families
- Will participate in monthly team meetings
- Will facilitate implementing evidence-based training/methods in biological homes.
- Will work closely with the Family Support Services supervisor to provide updates.
- Will maintain proper documentation and provide documentation to direct supervisor or Director of Compliance.
- Will maintain proper travel time and distance logs for submission to accounts payable.
- Will complete all required documentation for files.
- Will provide Supervised Visitation Services
- Will provide Drug Testing
- Will provide Family Support Time

#### **2) Serve as a Foster Care Support Partner**

- Will work with DHHS on placement disruptions, family concerns, discrepancies, and/or any other compliance related issues.
- Will provide coverage of families if needed.
- Will participate in monthly team meetings.
- Will attend court hearings.
- Will attend monthly face to face with foster care families

### **3) Other duties as assigned**

- Provide coverage if needed
  - Family Support Cases
  - Foster Homes
- Obtain 15 hours of ongoing training per year

### **Educational Requirements, Qualifications, and Preferred Skills**

#### **The Family Support Partner must have the following:**

- Bachelor's degree in Human Services, Education, or a closely related field: or;
- Bachelor's degree in a related field with experience delivering foster care related services: or;
- High School Diploma or GED and at least five (5) years of job related or lived experience to be the equivalent of a Bachelor's Degree for the performance of Agency Supported Foster Care duties may be considered.
- Must pass a local and DMV background check.
- Must have a valid driver's license.
- Strong client service skills, computer skills and a strong work ethic
- Flexible work hours; being able to work mornings, evenings and weekends

#### **The Lead Foster Care Family Support Partner must have the following:**

- Excellent organizational and planning skills
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to prioritize multiple projects and work under pressure
- Demonstrate problem-solving and communication skills
- Professional presentation, appearance and work ethic
- Proficient in Excel, Outlook and Word
- Ability to learn and navigate State portals
- Ability to work independently as well as with a team

### **Responsibility to Agency**

The Family Support Partner will maintain a high level of confidentiality both internal and external. Will show a high level of professionalism with external entities as well as internal staff.

It will be the responsibility of the Family Support Partner to help maintain a positive direction for the agency and the supported programs in relation to current and new programs.