

JOB DESCRIPTION: FOSTER FAMILY HOMES SUPPORT WORKER

Department:	Foster Care
Reports To:	Director of Foster Care
Recruited By:	Director of Foster Care
Approved By:	Executive Director of Foster Care
Status:	Part Time
Classification:	Non- Exempt

JOB SUMMARY

The Lakeland Foster Family Homes Support Worker is responsible for day-to-day activities in support of the Lakeland foster family homes. These activities include supporting the licensing specialists in work with families/clients as well as providing support for the Director of Foster Care in working with Foster Family Homes on the campus. The Foster Care Family Support Worker will also assist in providing administrative support for the Lakeland foster care office and coordinating events/support for the foster parents/homes.

ESSENTIAL DUTIES AND FUNCTIONS

- Provide support to the 3 foster families & foster children placed in these 3 foster family homes by:
 - Obtaining missing documents/supplies needed for the foster parents to provide adequate care for the foster child(ren)
 - Linking children/foster families with community resources to provide needed services
 - Coordinating wraparound church support for Foster Family Home parents/children
 - Assisting with transportation
 - Assisting with supervision
 - Assisting with coordination/supervision of sibling/birth family contact and/or visitation
- Coordinate wraparound church support for foster parents/foster family homes
- Assist with obtaining missing documents and/or supplies for foster parents
- Provide ongoing communication with the foster parents to understand needs and coordinate appropriate responses/referrals
- Coordinate, support, and assist in hosting foster care events
- Assist in completing reports/providing administrative support in the Lakeland foster care office, as needed
- Assist licensing specialists in program management, i.e., ensuring program guidelines are followed,
- To perform such other duties as assigned.

MINIMUM QUALIFICATIONS

- Have at minimum a high school diploma or a GED, advanced education preferred.
- Two years of experience working with children and youth preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel.
- Ability to build effective professional working relationships internally and externally.
- Evidence both trauma informed care practices and cultural competency.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.



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- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

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.

The worker is subject to both environmental conditions. Activities occur inside and outside.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____