

## **JOB DESCRIPTION: SUPERVISOR OF FOSTER CARE MINISTRIES**

**Department:** Foster Care  
**Reports To:** Director of Foster Care  
**Recruited By:** Director of Foster Care  
**Approved By:** Executive Director of Foster Care  
**Status:** Full-time  
**Classification:** Exempt

### **JOB SUMMARY**

The primary responsibilities of the Supervisor of Foster Care, who works under the supervision of the Director of Foster Care, is to coordinate and supervise the local Foster Care Program and local foster parents/homes in order to fulfill the agency's mission.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Achieve and maintain local Foster Care Program capacity goals.
- Recruit, hire, train, evaluate and supervise employees in the local Foster Care Program.
- Ensure compliance with all FBCH|OMC, COA, DCF, CBC and Licensing standards in the local Foster Care Program.
- Conduct periodic inspections of local foster homes, client records and ensure compliance with the Foster Care Program policies and procedures.
- Implement recruitment and retention strategies, licensing and re-licensing processes and supervise local foster home placements.
- Ensure compliance with all provisions/requirements of local contracts with DCF/CBC and work with the Director to explore/pursue contracts/funding for the local area's foster care services.
- To ensure that every child placed in an OMC foster home for 30 days or more has a documented exposure to the Gospel.
- Oversee the collection of all available third party payments and client fees.
- Maintain a cooperative working relationship with community agencies and other local referral and funding sources.
- Plan, monitor and evaluate the annual budget and monthly expenditures of the local Foster Care Program, ensuring that program expenditures remain within the budgeted allocations and that budgeted income is billed/received.
- To ensure the program provides general support for all local OMC Foster Families, including 24-hour on-call support, and that the program has 24-hour availability to receive/process placement calls/inquiries.
- Develop and implement an in-service training program for all foster care staff within the local area, in conjunction with the Director and other agency training programs.
- To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences and to ensure that all training requirements for certification as well as those required by OMC, statutes/administrative codes, and/or the local CBC/DCF are fulfilled annually.

- To represent OMC at booths/speaking events as well as internal meetings as requested by the Director/other programs.
- To perform all other duties as assigned.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work or a comparable human service field and two years of experience, preferably in family foster care or kinship care. (Masters' preferred)
- Experience in hiring, supervising and budgeting is strongly desired.
- CWLC (Child Welfare Licensing Counselor) certification through the Florida Certification Board, preferred. (CWCM or WCPI certifications are also acceptable.)
- CWLC (Child Welfare Licensing Counselor), CWCM, or WCPI full certification through the Florida Certification Board is required within 1 year of the successful completion of Pre-Service Training. (Successful completion includes passing the Post-Test within 2 weeks of the class completion and can include up to two test attempts, the second of which will occur at the Director's expense).
- Successful completion of required background screenings
- Florida Driver's License within 30 days of hire
- Has and will maintain a current driver's license with a satisfactory driving record (6 points or less)

#### 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.
- Must be detail oriented, highly organized and able to handle a variety of tasks and responsibility in an efficient manner with a high level of quality.
- Presents him or herself outside the agency in a manner in keeping with the agency's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- 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 them.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.
- General knowledge of standard office practices and office equipment.
- Ability to communicate effectively with a diverse group of people, in varying settings and often during challenging life circumstances.
- Strong writing, grammatical and punctuation skills.
- Ability to effectively prioritize and shift gears when necessary to meet changing circumstances.
- Excellent time management skills with the ability to manage multiple responsibilities and non-negotiable deadlines while traveling extensively.

- Good understanding of healthy family dynamics, conflict resolution, problem solving, interpersonal relationship skills and child development.
- Ability to relate positively to families needing support services and have the ability to establish nurturing, positive relationships.
- Ability to assess needs and determine suitability of referrals/placements.
- Ability to work with frequent interruptions and in stressful situations; ability to respond in crisis situations.
- Ability to engage in public speaking and make presentations.
- Strong customer services skills with the innate ability to recognize one's customer and to respond accordingly.

#### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and have been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation as evidenced.
- 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 a Christian lifestyle and engage in witness activities as a normal part of life.

#### PHYSICAL DEMANDS

**These physical requirements are not exhaustive and the Company 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, talk, and/or listen. The employee frequently is required to use hands to grasp and complete clerical duties, which include, but are not limited to filing, typing, and data entry. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to drive/operate a motor vehicle.

This job requires the ability to work in stressful conditions from time to time and remain focused for a n extended period 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.**

Job functions are performed in a variety of settings, including office environments, public settings (churches/conference centers/etc.) and private settings (e.g. the homes of foster families/prospective foster families/etc.). Office locations and situations vary throughout the state. The position requires considerable flexibility in scheduling and possible travel throughout the region. Work schedules include the routine need for availability to complete after-hours work (e.g. evenings, weekends, holidays, etc.) as part of the regular work schedule.

*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: \_\_\_\_\_