

JOB DESCRIPTION: FOSTER HOME RECRUITER

Department:	Foster Care
Reports To:	Director of Foster Care
Recruited By:	Director of Foster Care
Approved By:	Executive Director of Foster Care
Organizational Unit:	Division
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

The Foster Family Recruiter is responsible for the overall recruitment of foster families for the Foster Care Ministries Program. The Recruiter is responsible for developing relationships with churches in the local community and setting up recruitment events within these communities. The Recruiter also follows up with churches and/or inquiries of potential foster families and is responsible for meeting the program goals that are determined by the Foster Care Director and Executive Director.

ESSENTIAL DUTIES AND FUNCTIONS

- To meet and maintain agency strategies and goals as outlined by the Director and Executive Director, ensuring that both program and individual goals and objectives are achieved within prescribed timeframes.
- To recruit Christian Foster Families that meet or exceed the quality standards of the program in order to ensure that every child placed in an OMC foster home for 30 days or more has a documented exposure to the Gospel.
- To schedule and meet with Pastors/Church leaders for the purpose of sharing all ministry opportunities of FBCH/OMC with an intentional focus on foster care.
- Develop opportunities for foster care recruitment within local churches and the community.
- Actively engage in speaking engagements within local churches and community groups in the division.
- To work closely with the local CBC for recruitment efforts and maintain a cooperative working relationship with all child welfare agencies.
- To follow up with all foster care inquiries in the division in a timely manner.
- To forward communication/inquiries about other FBCH/OMC ministry opportunities to appropriate staff.
- To represent OMC at booths/speaking events as well as internal meetings as requested by the Director/Executive Director.
- 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 ensure recruitment practices/documentation comply with local CBC/DCF and contract expectations.
- To perform all other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree required, preferably in Social Work, Human Services, Marketing, Public Relations, Business Management, or a related field
- Experience working with children in alternate care environments, social work, counseling or other human services related fields, preferred
- Experience in public speaking and recruitment, preferred
- CWLC (Child Welfare Licensing Counselor) certification through the Florida Certification Board, preferred. (CWCM or WCPI certifications are also acceptable.)
- 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

- Strong customer services skills with the innate ability to recognize one's customer and to respond accordingly.
- Ability to empathize with the situations of others in a compassionate and gentle manner
- Skilled at establishing and nurturing trusting and supportive relationships.
- Ability to communicate effectively with a diverse group of people, in varying settings and often during challenging life circumstances.
- Strong attention to detail in regards to completing quality and timely reports.
- 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 while traveling extensively.
- Skilled with public speaking and presentations.

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 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.

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: _____