



JOB TITLE: Recruitment and Retention Specialist

REPORTS TO: Director of Program Services

REQUIREMENTS: BA degree in human services, Master's Degree preferred, with strong organizational and public speaking skills and two year's work experience in social services position with youth and families.

JOB DESCRIPTION:

The Recruitment and Retention Specialist is responsible for coordinating recruitment efforts to secure foster parents for children needing services through Bloom foster care. This individual will develop a comprehensive foster parent recruitment campaign as well as enhance the agency's retention of foster parents once they are licensed with the agency. This individual will also write home studies or re-evaluations, as needed.

GOALS AND OBJECTIVES:

- Increase the number of families expressing an interest in foster parenting through Bloom by developing and implementing a targeted church recruitment campaign.
- Create a robust retention and support program for Bloom foster families.
- Research and schedule an annual calendar of training classes for the Bloom U Training Program.
- Organize and oversee the Foster Parent Resource Library.

PRIMARY RESPONSIBILITIES:

Foster Parent Recruitment

- In collaboration with the Marketing Director, utilizes a multi-systemic approach to recruit foster families including, but not limited to: print ads, social media, radio ads, and presentations in the community and surrounding areas.
- In collaboration with the Program Director and Executive Director, develops and implements a targeted recruitment effort in churches to identify potential foster families within the church as well as church members who can provide support to those families.

- Speaks to the church body or groups within the church to inform the congregation about foster parenting with Bloom.
- Works with Marketing Director to ensure that recruitment brochures, Power Point Presentation, videos and other recruitment materials are up-to-date.
- Utilizes current foster families for recruitment.
- Collaborates with the Licensing Specialist on timing of recruitment efforts to coordinate with IMPACT training dates.
- Continually evaluates and tracks the successes of recruitment and retention efforts and makes modifications as necessary.

Foster Parent Retention

- Communicates regularly with foster care team to learn of needs of current foster parents.
- Collaborates with the Volunteer Coordinator to maintain a list of regular volunteers who are able to provide support to foster families (babysitting, yardwork, cooking meals, etc.).
- Contacts and arranges volunteers to provide support as needed for foster parents.
- Organizes a calendar of regular foster parent appreciation activities such as monthly date nights, recognition and awards.
- Collaborates with the Special Event Coordinator on special events such as an annual foster parent appreciation picnic, Christmas party, etc.
- Serves as the agency coordinator of special field trips and enriching activities of children in foster care program.
- Collaborates with the foster care team to identify community resources for Bloom foster children.
- Brainstorms and implements innovative ideas to enhance foster family support and opportunities for foster families to network with each other.
- Ensures that meals are provided for new placement of children into foster care program.

Foster Parent Training

- Organizes the Resource Library for foster parents and researches and implements a check-out system for books.
- Collaborates with the Program Director to purchase books with grant funding for the Resource Library.
- Collaborates with the foster care team to identify pertinent training topics for the Bloom U training program for foster parents. Staying within budget parameters, locates and schedules teachers and publicizes the training calendar via monthly E-Blasts, website, etc.
- Oversees trainings facilitated by non-Bloom staff and ensures that childcare arrangements are made for foster families with children.
- Works with the Marketing Director to create printed materials/brochures for Bloom U Training program.

- Facilitates state mandated trainings such as Reasonable and Prudent Parenting, Bullying, Critical Incident Reporting and others annually
- Responsible for ensuring that foster parents meet annual training requirements by monitoring and tracking progress throughout the year.
- Communicates foster parent training compliance issues to the Licensing Specialist and Program Director.
- Assists the Licensing Specialist in implementing Corrective Action plans for training non-compliance.
- Other duties as assigned.

GENERAL EXPECTATIONS: This is a full-time position requiring some weekends and nights. Travel throughout south metro Atlanta area, Fayette County, and surrounding areas. Salary commensurate with experience.