



**JOB TITLE:** Foster Care Family Engagement Specialist

**REPORTS TO:** Foster Care Recruitment and Licensing Manager

**REQUIREMENTS:**

- BA degree in Human Services or Marketing & Communication with strong organizational and public speaking skills. Direct foster care experience either as a foster parent or as a foster care social care worker is preferred.
- Demonstrate excellent interviewing, perceptual, diagnostic, and family assessment skills;
- Must be a team player and collaborator with the ability to analyze and think critically about issues and solutions.
- Must be a self-starter with an ability to work independently;
- Detail oriented with strong organizational skills;
- Excellent verbal and written communication skills; Computer and typing skills sufficient to perform essential job functions

**JOB DESCRIPTION:**

The Foster Care Family Engagement Specialist is responsible for conducting foster parent orientation sessions and completing all initial background clearance checks and pre-screenings for all prospective Bloom foster parents. Under the supervision of the Foster Care Recruitment and Licensing Manager, this individual will work collaboratively with the licensing team to ensure that targeted recruitment strategies are enhancing Bloom's ability to increase the number of prospective foster parents who attend orientation sessions and proceed to the home study process.

**GOALS AND OBJECTIVES:**

Increase the number of families expressing interest in moving forward in the home licensing process after attending an orientation session. Assist the Recruitment & Licensing Manager in meeting annual recruitment and retention goals.

**PRIMARY RESPONSIBILITIES:**

*Foster Parent Orientations*

- Pursues leads and inquiries from individuals interested in becoming a Bloom foster parent using phone, email, direct contact, and mail.
- Demonstrates exceptional professionalism and customer service skills while engaging with prospective foster parents.
- Completes follow-up contacts on all inquiries from prospective foster parents.
- Ensures that inquiry data is entered into the GA SCORE and ASI-Ware databases.
- Conducts all Bloom prospective foster parent orientations.
- Completes initial background clearances for all prospective and transfer foster parents, to include CPS and prior service reference checks.

- Maintains and updates the current prospective foster parent list to provide to the Recruitment and Licensing Manager.
- Works collaboratively with the Foster Care Recruitment and Licensing Manager and Licensing Specialists to ensure that prospective foster parents remain engaged throughout the orientation and pre-screening process.
- Schedules all pre-licensing foster home initial walkthrough inspections.
- Demonstrates flexibility with working hours outside of the normal business hours to meet the needs of the role to include some evenings and weekends, as needed.
- Actively participates in foster parent activities and meetings as needed.
- Complete other duties as assigned.

**HOURS:**

This is a part-time position with approximately 24 hours per week.

Click [here](#) to apply. A cover letter and resume are required to be considered for this position.