



There's no better feeling than showing up to work each day knowing you are making a difference in the life of a child. If you are energetic, have a positive attitude, and are passionate about helping foster children and their families, we would love to hear from you.

**JOB TITLE:** Foster Care Intake Specialist

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

**REQUIREMENTS:**

- Bachelor's degree in Business Administration, Social Work, or a related Human Services field and two years' of relevant work experience
- Advanced computer skills and the ability to prioritize and meet deadlines in a fast-paced work environment to include proficiency in Microsoft Office, One-Drive, SharePoint, Excel, and Outlook
- Ability to type 60 WPM
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Acceptable criminal records check, MVR and other background checks as required by the State of Georgia

**JOB DESCRIPTION:**

The Intake Specialist is responsible for providing office support, intake coordination, data entry, general clerical and project-based work to the Bloom Foster Care Program. The Intake Specialist will assist the foster care team in meeting deadlines, streamlining processes, responding to placement referrals/intakes, submitting forms and documents and helping with foster parent retention events and other projects assigned by the Director of Foster Care and Prevention Services.

**PRIMARY RESPONSIBILITIES:**

- Serves as the point of contact for placement referrals and enters all referrals within GA SCORE
- Sends out weekly placement availability list to DFCS counties and maintains regular contact with all DFCS referral sources
- Documents and tracks all placement referral outcomes in all appropriate databases
- Demonstrates sensitivity and understanding of client needs and preferences while seeking appropriate placement matches
- Provides prompt and courteous customer service to all clients and stakeholders
- Presents appropriate placement referrals to Bloom Foster Parents

- Coordinates and completes initial placement paperwork collaboratively with the Family Consultant Supervisor or designee.
- Inputs foster parent and staff training documentation into various databases
- Creates and files training certificates for staff and foster parents
- Follows up with foster parents via telephone and in writing regarding training opportunities and current training hours
- Conducts audits upon request to assist in maintaining program compliance
- Maintains biographic and demographic information and other relative foster parent information in approved databases
- Completes online clearance checks, MVR screenings, OIG screenings, Drug Screenings, and reference checks for all prospective foster parents
- Uploads online clearance checks for prospective foster parents into GA SCORE
- Takes minutes for all foster care meetings and maintains minutes in appropriate binders within the office
- Maintains office supplies and adequate copies for all relevant program materials
- Assists Foster Parent Recruitment & Retention Specialist as needed on foster parent retention events and special projects
- Other duties as assigned

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