Position: Foster Care Support Transition Facilitator

Status: Part-Time Position

Job Description: Support foster/kin parents and the youth who are placed in their homes. Help youth to maintain placement stability in the foster/kin home and support their transition back to their biological home when appropriate. This position requires the ability to work after hours and be on call on a rotating basis.

SUPERVISED BY: Program Director

QUALIFICATIONS:
- Bachelor’s Degree in Social Work or related field from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
- Demonstrates skills critical to successful case management including interdisciplinary collaboration, crisis management, and conferencing skills.
- Must be familiar with helping youth and families with mental health adjustment, symptom resolution and behavioral problems.
- Must have proven organization, time management and team partnership skills.
- Knowledge of community resources is required.
- Ability to support and implement Matthews House rules and procedures.
- Ability to respond to safety and emergency situations.
- Must be able to drive and have a clean driving record.
- Must pass a FBI fingerprint screening.
- First Aid and CPR certification required.
- Skilled in using word processing, database and Google applications.

RESPONSIBILITIES:
The minimum performance expectations include, but are not limited to, the following functions/tasks:
- Provide in home support to foster/kin homes.
- Provide support services, including, but not limited to, transportation
of youth to appointments, recreation activities for youth, supervision of youth and de-escalation intervention as needed.

- Manage a caseload of assigned participants, to include foster/kin parents and youth.
- Assist Caseworker in the development of an Individualized Case Plan, which ensures that necessary transition services are provided to youth.
- Evaluate the goals and objectives for individualized transition plans.
- Coordinate services that are involved in the case plan to ensure continuity of care for the youth within the foster/kin home and also when the youth transitions home.
- Problem solve with foster/kin parents in order to identify any barriers to the youth maintaining stability in the foster/kin home and/or returning home.
- Accompany youth to appointments, hearings and other necessary meetings when appropriate.
- Maintain daily contact with each foster/kin parent assigned. The schedule of support will be created based upon the needs of the home.
- Design, plan, implement and/or coordinate activities related to each youth’s goals that provide intermediary outcomes, which lead to a positive final outcome for each youth.
- Demonstrate an ability to utilize a variety of approaches to establish and maintain a relationship with the foster/kin parents and youth, including trauma informed care.
- Collaborate with foster/kin parent, educational professionals and other service agency providers in coordinating the development of the transition plan for the youth placed in the foster/kin home.
- Work in coordination with other community resources to meet the youth’s need for: financial assistance, housing, medical care, substance abuse intervention, family support, employment/skills training opportunities, life-skills training, transportation, pro-social/recreational programs, etc.
- Facilitate referrals to other agencies.
- Document all services provided for contract compliance as well as statistical, financial and/or reporting purposes.
- Assure all services provided are within the Matthews House guidelines and philosophies.
- Maintain a high level of knowledge of trauma informed care and other "best practices".
- Take all necessary and reasonable precautions to protect youth, equipment, materials, and facilities.
- Model non-discriminatory practices in all activities.
- Comply with and support suggestions and policies set by the
Program Director.

- Maintain, in a confidential manner, complete and accurate client files.
- Actively participate in weekly supervision with the Program Director individually or in group supervision.
- Perform other duties as assigned.

**SPECIAL REQUIREMENTS**
Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with at-risk youth and young adults involved in the juvenile justice system and families at risk of child welfare involvement. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.