



Job Title	Foster Care Certification Specialist	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Foster Care	Supervisory Responsibilities	No
Reports To	Foster Care Supervisor	CEO Approval Date	06/20/2022
Work Schedule	Full-time schedule varies as needed to meet requirements of position, and will include hours during the daytime, evening, and occasional weekends.		

Must pass required background check, and meet TB and Physical requirements

POSITION OVERVIEW

The Foster Care Certification Specialist is responsible for thorough assessment and certification of foster homes and requires thorough knowledge of Oklahoma Department of Human Services (OKDHS) certification process, family assessment skills, and the ability to develop and implement training processes. This position will closely monitor, track, and update the agency recruitment plan and activities, foster home inquiries, certification process, retainment of current foster families, and agency reporting needs.

All employees and volunteers are expected to be sensitive to our client's cultural and socioeconomic characteristics, reflect sunbeam family services core values and to perform as sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Demonstrate capacity for providing developmentally sensitive, hope centered, trauma informed relationship-focused evidence-based/informed services and supports.
- Serve as the primary contact for potential foster families throughout the certification process, including conducting initial orientation, training and identifying possible placement opportunities while working with families to move them through the process as quickly as possible.
- Complete certification of foster homes in accordance with Child Care Services (CCS) and Oklahoma Department of Human Services (OKDHS) utilizing appropriate forms and ensuring that homes meet minimum requirements as well as agency identified values.
- Conduct thorough and well written foster home study, reference checks, and background searches with applicable documentation in a timely manner.
- Consult with supervisor and Senior Program Director in regard to foster homes in the certification process and recruitment benchmarks on a regular basis.
- Collaborate with Foster Care Recruitment staff to gather inquiry information, update annual and quarterly recruitment plan, and expedite families through the approval process in order to meet agency metrics and goals.
- Develop and maintain up to date and detailed tracking log of inquiries while documenting ongoing contact efforts and results.
- Maintain detailed log of foster homes in the certification process outlining progress, barriers, and milestones.
- Attend and participate in staffing with OKDHS, Sunbeam, and other identified partners.
- Design and implement a robust orientation and training program for foster parents. Identify and track needed trainings for all families on a yearly basis.
- Complete and gather reports as requested by agency leadership.

- Upload documentation to Extended Reach in a timely manner.
- Assist foster care staff with case management, annual updates, reference checks, and placements as needed.
- Assist in the development and implementation of detailed recruitment and retainment plan and activities.
- Serve as on-call support for foster families on a rotating basis with other members of the foster care staff team as well as attend assigned staffing calls and meetings.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Senior Program Director, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	<p>Bachelor's Degree in social work, OR</p> <p>Bachelor's Degree in behavioral science, social science, or related field AND 12 months children or family services experience, OR</p> <p>Bachelor's Degree with at least 9 college credit hours in family focus, individual function and interaction, child development, sociology, social work, and/or a closely related subject AND 24 months children or family services experience.</p> <p>* Evidence of degree and coursework required.</p>	Master's Degree in social work
Experience	Experience with children and families	One (1) year experience working directly with children and families.
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with and caring for children and families.</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served.</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Must exercise good judgment.</p> <p>Able to appropriately respond to stressful</p>	<p>Advanced computer database and Microsoft software application knowledge</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes</p>

	<p>situations.</p> <p>Able to effectively and respectfully communicate in a manner that consistently demonstrates respect and concern.</p> <p>Intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Excellent problem solving, time management, and organizational skills.</p> <p>Ability to assess and ask next level questions.</p> <p>Able to work as a cooperative and supportive interdisciplinary team member</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Bilingual staff must have the ability to effectively, accurately, and regularly communicate and translate conversations with families served by Sunbeam.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.</p>		
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WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with, supervisor, staff, families, and others, and must be able to exchange accurate information when doing so. Must be able to endure remaining in stationary position for extended periods (up to 50% of workday) and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to communicate verbally with adults and children. Occasionally must be able to move or lift up to 25 pounds at a time. Must be able to detect, discern, distinguish, observe, inspect and compare.

Work Environment

The employee will work in office, school, and home environments. May work close quarters with other staff members, parents, and children. This position requires frequent travel to and from homes spending time outside and in the home environment. The noise level in the work environment varies from quiet, moderate to loud depending on work setting. Work environment cannot be predicted when entering a family's home. Employee must expect exposure to strong odors such as soiled diapers and clothes and poor hygiene.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: