



Job Description

Title	Family Engagement Specialist
Department / Program	Permanency Services
Reports To	Permanency Services Department Manager
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Salary Range	\$50,000-\$60,000 annually
Education & Experience	<ul style="list-style-type: none"> • Bachelor’s degree in social work or related field • Trauma-informed and permanency competent • Must possess a valid driver’s license and auto-insurance, with continuous access to a private vehicle.
Supervisory Responsibilities	<ul style="list-style-type: none"> • N/A
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity, diversity, and inclusion • Awareness of local, national, and global events, trends, and best practices in the agency’s fields of expertise • Competence and confidence in building internal and external transparent, positive partnerships that will further the agency’s mission • Effective written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population • Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations. • Ability to assess, deliver, and evaluate direct service programming • Strong organizational, system building & strategic decision-making abilities

<p>Other Requirements</p>	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Compliance with I-9 verification • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver’s license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.
<p>Duties & Responsibilities</p>	
<p><u>Agency Core Tenets & Collaboration</u></p> <ul style="list-style-type: none"> • Maintain client confidentiality and conduct self in accordance with professional and ethical standards • Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs. • Participate in agency’s development and community outreach activities. <p><u>Service Delivery</u></p> <ul style="list-style-type: none"> • Schedule and lead monthly Information Meetings in partnership with DCYF and other targeted information meetings as needed. • Maintaining paperwork and database for newly registered families. • Connect with registered families by hosting Meet & Greets with newly registered families. • Plan, initiate and coordinate supportive activities for families to network with one another and keep them connected to the agency. 	

- Connecting with pre-adoptive families by reaching out to newly registered pre-adoptive families, and hosting support and psychoeducational groups for matched and placed families.
- Outreach to DCYF when they register a youth who is identified to be in a kin or non-kinship pre-adoptive home. Monitoring and tracking these youth until adoption legalization.
- Partner with DCYF's Resource, Development, and Support Department and private foster care agencies to maintain communication and service delivery to registered families, to include hosting matching meeting discussions.
- Organize and implement trainings and workshops for families.

Data Collection & Evaluation

- Assist in completion of all necessary documentation, including client records, reports for funding sources, working with administrative staff to implement ongoing quality improvement.
- Actively participate in overall evaluation of program services.
- Through data collection and analysis, identify needs, trends, and opportunities for program development.

Agency & Community Partnership

- Actively participate in individual supervision, agency staff meetings, and other agency forums.
- Provide education, advocacy, and training opportunities for the community, focused on best practice, adoption competency, and trauma-informed care.
- Contribute to and directly participate in additional support programming, as assigned.
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date