



## Job Description

<b>Title</b>	Recruiter
<b>Department / Program</b>	Youth & Young Adult Services Department / Making KINnections program
<b>Reports To</b>	Youth & Young Adult Services Program Coordinator
<b>Exempt / Non-Exempt Status</b>	Exempt
<b>Full-Time / Part-Time Status</b>	Full-time
<b>Salaried / Hourly</b>	Salaried
<b>Salary Range</b>	\$50,000-\$60,000 annually
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in social work or related field, preferred</li> <li>• Extensive child welfare and/or experience working with older youth, required</li> <li>• Trauma-informed and permanency competence</li> </ul>
<b>Supervisory Responsibilities</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Skills &amp; Values Required</b>	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> <li>• Alignment and commitment to values, mission, model, and vision of the agency</li> <li>• Commitment to equity, diversity, and inclusion</li> <li>• Awareness of local, national, and global events, trends, and best practices in the agency’s fields of expertise</li> <li>• Competence and confidence in building internal and external transparent, positive partnerships that will further the agency’s mission</li> <li>• Effective written and verbal skills</li> <li>• Data-informed decision-making</li> </ul> <p>Position-specific:</p> <ul style="list-style-type: none"> <li>• Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population</li> <li>• 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.</li> <li>• Ability to assess, deliver, and evaluate direct service programming</li> <li>• Strong organizational, system building &amp; strategic decision-making abilities</li> </ul>

<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Must pass Background Criminal Investigation (BCI) check</li> <li>• Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006.</li> <li>• Compliance with I-9 verification</li> <li>• Must be fully vaccinated for COVID-19</li> <li>• Access to reliable transportation</li> <li>• Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> <li>-Possession of valid driver’s license</li> <li>-Maintenance of clean driving record</li> <li>-Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements</li> <li>-Valid vehicle inspection sticker</li> </ul> </li> <li>• Hold an active license with the RI Department of health (RIDOH) for applicable positions</li> <li>• Additional requirements, as outlined by service contracts, if applicable</li> </ul>
<p><b>Physical Requirements</b></p>	<ul style="list-style-type: none"> <li>• Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer.</li> <li>• Ability to self-transport to client and agency-related meetings and work within the RI community</li> <li>• U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work</li> <li>• Reasonable accommodations may be made to enable staff to perform the essential duties.</li> </ul>
<p><b>Duties &amp; Responsibilities</b></p>	
<p><u>Agency Core Tenets &amp; Collaboration</u></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality and conduct self in accordance with professional and ethical standards</li> <li>• 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.</li> <li>• Participate in agency’s development and community outreach activities.</li> </ul> <p><u>Service Delivery</u></p> <ul style="list-style-type: none"> <li>• Follow requirements and policies of Adoption Rhode Island, contracts, state and federal regulations.</li> <li>• Work collaboratively with Extreme Family Finding Investigator utilizing various family finding search engines/databases (Seneca, TLO, etc.) to identify and locate possible relatives and connections for young adults.</li> <li>• Work in partnership with community providers and other agency staff, scheduling and facilitating weekly permanency meetings and complete weekly action plans within 24 hours following a team meeting.</li> </ul>	

- Attend all other meetings on behalf of the young adult while maintaining frequent contact with all members of the young adult’s team as needed to ensure quality of services and resolve issues and concerns in a timely manner.
- May conduct home visits with the Extreme Family Finding Investigator to interview prospective family members or obtain additional contact information about family members.
- Conduct legal and DCYF case record reviews to increase number of investigative leads.
- Conduct weekly review and assessment of the young adult’s current placement, mental health needs, physical health needs, adult relationships, peer relationships and educational needs.
- Utilize a range of general, targeted, child-focused and child-specific recruitment tools for young adult.
- Maintain strong, open communication with direct supervisor regarding services delivered, concerns or questions by participating in scheduled supervisions.
- Maintain up to date documentation of client contact and progress in the program’s database, assisting with the completion of quarterly and annual reports.
- Model ethical and professional behavior at all times.
- Participate in overall quality of agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
- Participate in overall evaluation of program services, including maintaining case records, Extreme Family Finding reporting requirements, client satisfaction surveys and other evaluation tools as determined
- 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

Adoption Rhode Island is an equal opportunity employer.