



Job Description

Title	Recruiter
Department / Program	Permanency Services department / Extreme Family Finding program
Reports To	Permanency Services department Assistant Manager
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Education & Experience	<ul style="list-style-type: none"> • Must possess bachelor’s degree in social work or related field • Knowledge of child and adolescent development • Understanding of child welfare system • Experience in direct service • Policy development and advocacy strongly encouraged
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 and inclusion within the agency and across systems • Advocacy for excellence in child welfare and adult medical and behavioral health and well-being • Competence and confidence in building transparent, positive partnerships that will further the agency’s mission • Effective written and verbal skills, including public speaking • 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 • Attentive and supportive supervision of staff and cultivation of healthy team culture • Data-driven and innovative leadership skills

	<ul style="list-style-type: none"> • Strong organizational, system building & strategic decision-making abilities • Sound fiscal decision-making, utilizing diverse funding streams
Other Requirements	<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 • Ability to work a flexible schedule, including some evenings and weekends • 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
Physical Requirements	<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.
Duties & Responsibilities -	
<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. • Promote coordination and collaboration of service delivery, both internally across agency programs and departments, as well as externally, with community partners and contractors. • Contribute to and participate in agency community outreach activities, as well as additional support programming, as assigned. <p><u>Direct Service Delivery</u></p> <ul style="list-style-type: none"> • 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 youth. 	

- Work in partnership with DCYF, CASA and other agency staff, scheduling and facilitating weekly permanency meetings and complete weekly action plans within 24 hours following a team meeting.
- Attend all other meetings and court hearings on behalf of the youth while maintaining frequent contact with all members of the youth's team as needed to ensure quality of services and resolve issues and concerns in a timely manner.
- 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 an initial assessment of adoption readiness and update as the case progresses.
- Conduct weekly review and assessment of the youth'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 adoption recruitment for youth.
- 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, search and engagement efforts, and outcomes in the program's database, assisting with the completion of quarterly and annual reports.
- 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 by Adoption Rhode Island.
- Actively participate in individual supervision, agency staff meetings, and other agency forums.
- 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.