

eliminating racism  
empowering women



Northwest Ohio

## Child Care Resource & Referral Family & Community Resource Specialist Job Description

July 2021

As an affiliate of an international membership organization, the YWCA of Northwest Ohio has devoted the past 150 years to eliminating racism and empowering women.

<b>Position:</b>	CCRR Family & Community Resource Specialist	<b>Wage:</b>	\$19.00-23.00
<b>Department:</b>	Child Care Resource & Referral	<b>Pay Basis:</b>	Hourly
<b>Reports To:</b>	CCRR Community Connections Ambassador	<b>FLSA Status:</b>	Exempt
<b>Hours/Week:</b>	40	<b>Benefits:</b>	Eligible at 1.0 FTE
<b>Employment Status:</b>	Regular Full-time		

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### Position Summary

Provide outreach, recruitment, and onboarding services for foster/adoptive caregivers while addressing needs identified in gap analysis. Deliver training, technical assistance and collaboration as needed for state and regional priorities regarding the needs of children and families.

### Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and implement strategies for recruitment and retention of tribal foster care resources
- Conduct in home visits with potential and current resource families
- Collect and keep confidential all information necessary to evaluate resource candidates
- Plan and attend frequent evening and weekend recruitment activities
- Assess compliance with foster care/adoption requirements and keep abreast of modifications
- Track all aspects of the recruitment-to-certification for all foster care/adoption applicants
- Maintain close contact with the State Foster Care Unit, county child welfare offices, child placement agencies and other tribes
- Process and send foster care and adoptive applications
- Provide follow-up to all applicants
- Facilitate trauma-informed training for all potential resource parents on a semi-annual basis or as needed including in-home and weekend training sessions
- Prepare monthly reports for submission to the Community Connections Ambassador
- Maintain all records of clients in a confidential manner
- Conduct interviews and initial screenings to assess viability and appropriateness of candidates
- Refer viable applicants for completion of preservice training curriculum
- Develop support system to help ensure completion of training program, providing follow-up to all applicants

- Attend all regularly scheduled team, supervision and staff meetings
- Prepare necessary reports on a timely basis
- Travel as needed and as required
- Maintain acceptable appearance and conduct standards
- Must be able to lift up to 30 lbs.
- Other duties as assigned by supervisor or Director

**Organizational Culture:**

Commitment to the agency’s mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

**Prerequisite Qualifications**

The candidate must meet the following criteria to be considered for employment in this position:

Two or more years’ experience in the social work field. Bachelor’s Degree in Social Work, Public Health, Early Childhood Education or related field. Knowledge of the foster care system required.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 30 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Ability to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with children

**Acknowledgment:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Signature Employee \_\_\_\_\_

Date \_\_\_\_\_