

# Coalition for Hispanic Family Services

## Job Posting

**Job Title:** Homefinder  
**Departments:** Foster Boarding Home (FBH)  
**Date Available:** March 22, 2018  
**Date Posting:** February 27, 2018  
**Deadline to Apply:** March 6, 2018

**To apply:** Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@hispanicfamilyservicesny.org) by 5pm on March 6, 2018.

### **Qualification:**

This position involves working part time with our regular Foster Boarding Home Program and part time with our Treatment Family Foster Care.

Minimum requirements:

- BA Degree preferred with some related experience
- Interviewing and assessment skills are essential
- Excellent writing skills
- Individual must be able to develop a strong collaborative relationship with both programs;
- Organizational skills; structure is essential in order to clearly negotiate work load and responsibilities for both programs
- Knowledge of the Child Welfare System preferred
- Some knowledge of the cultures represented in the NYC foster care system preferred
- Knowledgeable in computers

### **Responsibilities:**

1. To screen foster and adoptive applicants as to basic eligibility for home study for our regular Foster Boarding Home and Treatment Family Foster Care.
2. To inform and prepare applicants as to the expectations and responsibilities of foster/adoptive parents; Therapeutic Foster parents, as set forth in State, City, and agency regulations.
3. To conduct in-depth interviews with all household members regarding their motivation, parenting capacities, personal background, and current family functioning.
4. To collect written collateral data such as school, employment, and personal references, and any other information, from outside sources as needed.
5. To clear prospective foster/adoptive families with the State Central Register of Child Abuse and Maltreatment.
6. To obtain complete medical clearance on all household members.

7. To visit the prospective foster/adoptive home to determine its suitability and adequacy for boarding foster/adoptive children
8. To assess and the applicants' substitute child care plans in the event of applicants' outside employment or unavailability.
9. To assess and evaluate the above gathered data and make a recommendation for certification or rejection.
10. To complete the above home study within the time frame allotted by State, City, and agency regulations.
11. To assess and evaluate those homes with no children for re-certification including the collection of all needed documentation.
12. Assist Home finder Supervisor / TFBH Program Director during orientation.
13. Conduct outreach recruitment efforts.
14. Coordinate the foster parent association.
15. To perform other duty as assigned that are related to over-all job objective.
16. To maintain monthly statistics regarding the progress of new and ongoing home studies.
17. Complete monthly questionnaire of foster parent inquiries.
18. Complete and submit vacancy turnaround to ACS on a daily or so needed.
19. To complete and submit vacancy transmission from HDS to ACS on a weekly basis.
20. To train prospective Resource Parent/Adoptive Parents on the MAPP model pre-certification training.
21. To train current Resource Parents and the new Kinship Parent on the Mini MAPP model certification training.
22. To enter and regulate all pre-certification and Re-certification information into the connection computer system.
23. To maintain the completion of Re-certification of Resource parent home.
24. To monitor the time lines of Resource parent Re-certifications completed by caseworkers.

Salary: Based on education and experience. Excellent benefits package.