

# Coalition for Hispanic Family Services

## Job Posting

**Job Title:** Homefinder  
**Department:** Enhanced Family Foster Care  
**Reports to:** Homefinding Supervisor  
**Date Available:** Immediately  
**Date Posting:** February 27<sup>th</sup>, 2025

**To apply:** Submit a resume and cover letter with qualifications to Kara Sidoran, Program Director, at [ksidoran@hispanicfamilyservicesny.org](mailto:ksidoran@hispanicfamilyservicesny.org) by 5pm on August 02, 2023.

### **Qualification:**

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 the Family Foster Care program
- 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 Enhanced Family Foster Care program.
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 applicant's outside employment or unavailability.
9. To assess and evaluate the above gathered data and make a recommendations 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. Reports to Homefinding Supervisor and Assistant Director of Homefinding during orientation.
13. Conduct outreach recruitment efforts.
14. To perform other duties as assigned that are related to overall job objectives.
15. To maintain monthly performance metrics regarding the progress of new and ongoing home studies.
16. Complete monthly questionnaire of foster parent inquires.
17. Complete and submit vacancy turnaround to ACS on a daily basis, or as needed.
18. To complete and submit vacancy reports to ACS on a weekly basis.
19. To train prospective and kinship foster parents Resource Parent/Adoptive Parents in the NTDC/TRIPP model, according to OCFS/ACS requirements.
20. To enter and regulate all pre-certification and Re-certification information into the connection computer system.
21. To maintain the completion of Re-certification of Resource parent home.
22. To monitor the time lines of Resource parent Re-certifications completed by caseworkers.

**Salary:**

52,000-59,000/per year, based on education and experience.

Excellent benefits package, ample vacation and sick days.