



## **Foster Parent Trainer & Recruiter**

### **Foster Care Services**

The Juvenile Justice Center of Philadelphia (JJC) is a non-profit, multi-service organization that serves the needs of disadvantaged children, youth and families. Our mission is to maintain families through supportive services, to prevent children and youth from being placed in care, and also to ready families for reunion with their children. JJC has a **Foster Parent Trainer & Recruiter (formerly known as Resource Development Coordinator/Home Finder)** opening in our Coulter street office.

#### Job Summary

The foster Parent Trainer & Recruiter is an integral team member of the Foster Care Services department. The main role of the Foster Parent Trainer & Recruitment is to recruit, train, evaluate and retain resource families for the Foster Care Program. Resource families will be approved after the assessment process in collaboration with Program Director and Executive Director. This position reports to the Director of Foster Care & Placement Services, and works collaboratively with the foster care team. This is a non-exempt position with hours of work based on a 40 hour week, Monday to Friday. Sometimes it is necessary to begin work duties before 9 a.m. and to extend beyond 5 p.m., or to work some weekend hours. Various duties include, but are not limited to, preparing home studies within 60 days of an applicant's application, in accordance with state and local guidelines and regulations, and assist in tracking certifications and annual re-certifications of resource home parents and potential parents.

#### Qualifications

- Bachelor's degree in social work, public relations, communications or related field.
- Must be a firm believer in the rights of children, youth, and families.
- Must be a self-starter and enjoy initiating ideas.
- Must be committed to high ethical practices.
- Must have and maintain an insured automobile and valid driver's license.
- Must be open to working a flexible schedule as there will be times where meeting with perspective families and existing resource home parents, as well as, facilitating special events on the evenings and weekends will be necessary.
- Must be skilled in public speaking and facilitating group trainings and meetings.
- Must be skilled in writing and preparing reports to include recruitment plans, home studies and to organize statistical data.
- Must have satisfactory clearances (FBI background check, Child Abuse & Criminal) not dated more than 60 days prior to hire.

- Must have experience working within community based settings and be familiar with the Philadelphia and surrounding counties.
- Preferably have experience as a foster care worker or in child welfare.

JJC is an Equal Opportunity Employer, embracing diversity and inclusion in all of its services.

JJC offers salary compensable with experience. Competitive benefits and comprehensive benefits: Medical/Prescription Insurance/Dental Insurance/Vision Insurance/Life Insurance/Short and Long Term Disability/Vacation/Paid Sick Time/Holidays/ 401(k) Retirement Plan

Please send resume, cover letter and salary requirement to [hrdepartment@juvenilejustice.org](mailto:hrdepartment@juvenilejustice.org)