



Divinity Family Services

Job Title:	Foster/Adopt Home Developer	Supervisor:	Angela Austin
Department/Group:	Admin/Development	Position Type:	Entry Level
Location:	Divinity Family Services, HQ 1312 Bandera Highway Kerrville, TX 78028	Travel Required:	35% travel required
HR Contact:	Terry Faglie	Extension:	105

Applications Accepted By:

EMAIL:

tfaglie@divinityfamilyservices.com

Subject Line: Foster/Adopt Home Developer

MAIL:

Terry Faglie
 HR Support Services
 Divinity Family Services
 1312 Bandera Hwy Kerrville, TX 78028
 (830) 688-3535 cell
 (830) 890-5838 office
 (830) 890-5343 fax
tfaglie@divinityfamilyservices.com

Job Description

ROLE AND RESPONSIBILITIES

Divinity Family Services licenses foster homes through our foster and adoptive home development program. A Foster/Adoptive Home Development worker recruits, develops, verifies, monitors and supports foster and adoptive homes that are licensed by Divinity Family Services. While Foster/Adopt programs differ slightly across the state, our purpose and tasks are the same.

Duties

- Helping recruit foster and adoptive families.
- Communicate and collaborate with Training Specialist, all new foster and adoptive parents caring for abused and neglected children and working with the child welfare system.
- License homes of foster and adoptive families for children in state care. This includes tracking the requirements they must complete and determining if applicants are appropriate to be a verified foster or adoptive families.
- Making sure foster or adoptive homes meets state licensing standards (Minimum Standards for Child-Placing Agencies) as well as external partner contractual requirements.



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- Giving ongoing support to foster and adoptive parents.
- Complete other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree OR an Associate degree plus two (2) years of relevant work experience.
- Examples of relevant work experience in social, human, or protective services include paid or volunteer work within social service agencies or communities providing services to families or other at-risk populations.

Conditions of Employment

Employee must have and keep a valid Texas driver's license. DFS will also conduct criminal background checks and reserves the right to conduct drug screenings at random. Work weekends and evening hours when necessary. Employee must maintain working cellular phone service at all times for on-call and after-hours availability. Adhere to all current federal & state laws, as well as Divinity Family Services policies and procedures, regarding the safeguard of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPPA). The employee may be required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and talk and hear. On rare occasions, the employee may have to lift up to 30 pounds.

In compliance with the American Disabilities Act, Divinity Family Services will attempt to make reasonable accommodations upon request.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time :	Date/Time