



## Job Description

### General Information:

<b>Common Job Title:</b> <i>RFP #3029</i> Child Specific Recruitment Specialist	<b>Official Job Title:</b> Recruiter, Child Specific, C&F Services
<b>BGAS Code/Department:</b> <b>TBD</b> Child and Family Services	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Child and Family Services Program Supervisor	<b>Type:</b> Regular, full time
<b>Job Level:</b> Level 8	<b>Standard shift hours / Hrs per week:</b> Normal business hours May have to work evenings & weekends
<b>Effective / Start Date:</b> July 1, 2010	<b>Eligible for benefits:</b> Yes
<b>Market Hiring Range:</b> \$15.11 - \$17.07/Hour	<b>Job # 10-A4 – Portland</b> <b>Job # 10-A5 – Albany/Eugene</b>

### Essential Functions:

- Establish a relationship with the child and the DHS caseworker to ensure that appropriate interventions are provided to prepare the child for adoption. Work in continuous coordination with DHS.
- In cooperation with Department of Human Services (DHS), access records and conduct a thorough review of the child's DHS case record and initiate contact with individuals who may be a potential foster or adoptive family, or who may know of a potential foster or adoptive family, including reconsideration of previously identified resources. Direct contact with the child or sibling group with approval of DHS.
- Review all materials on the child, including: child summary, psychological evaluations, and other materials, and contacting the child's caseworker, therapist and foster parents, if appropriate, to obtain updated information.
- Develop an individualized recruitment plan (IRP) for each child that is focused on the unique placement needs and challenges of the specific referred child or sibling group must include individualized activities, strategies, and resources identifying a foster or adoptive family for the referred child or sibling-group.
- Forward information to the child's assigned DHS Caseworker about all possible or potential placement resources identified during the course of, or at the completion of, the IRP.



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- Utilize new and well-defined adoption resource-related activities and strategies to promote child. (photo listing services, Adoption Exchanges, AUK or other website postings, newspapers, magazines, internet, and other media as appropriate; and Members of the Special Needs Adoption Coalition (SNAC) and the Coalition of Oregon Adoption Agencies (COAA); among others.
- Develop written narrative reports on each active child and submit to DHS at 60 days from DHS approved IRP. Include; recommendation whether to continue with current recruitment activities, and reasons for the recommendation, whether additional resources could be utilized, or whether recruitment could or should continue utilizing other potential resources that may be available to DHS beyond those outlined in the awarded Contract, the reasons and what those recruitment efforts would be.
- Monitor and coordinate placement, registration, response activities, inquires and removal of information of DHS children by use of the DHS-approved Child Waiting Bulletin on DHS-approved Adoption Exchanges and other photo listing services using DHS-approved protocols.
- Coordinate and refer children by means of the DHS-issued Waiting Child Bulletins to the Oregon Heart Gallery®, and to DHS-Contracted moving photo exhibits of where waiting children are displayed, using only DHS-approved protocols.
- Coordinate activities of other contracted recruitment services as directed by DHS using DHS-approved protocols, include services being provided by the Special Needs Adoptive Parents Services, Inc. (SNAP), and others.
- Document recruitment efforts and provide to DHS upon request.

### Qualifications and Job Requirements:

- Job Knowledge: Relevant Bachelors Degree and 4 years experience in child welfare, marketing or, preferably, a combination of both. Level 5
- Supervising: This position has no supervisory responsibilities. Level 1
- Decision Making: General supervision and a set of broadly understood position expectations. The scope of decisions affects the programs, and can have major impact on program success. Must be able to provide appropriate services to people from diverse socio-economic, racial, ethnic, and other cultural groups. Level 3
- Interpersonal Skills/Interactions: Networks with other agencies and community partners, including, DHS workers, foster parents, therapists, CASAs, and teachers regarding specific information about a child's issues and prognosis. Must be able to apply clinical assessment skills to interactions with clients. Must be able to appropriately interact with people from diverse socio-economic, racial, ethnic and other cultural groups. Regularly interacts and communicates with a broad range of

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people in individual and group settings. Interpersonal skills are crucial to this position and they may be demanding or difficult. Must be able to apply clinical assessment skills to interactions with children and families. Level 5

- **Impact:** Makes high impact decisions such as recommending or withdrawing the family under consideration. Some discretion in decision-making, consults with supervisor as appropriate. Influences the outcomes of assigned clients. Develops service components which address the needs of diverse socio-economic, racial, ethnic and other cultural groups served. High level of discretion in decision-making that has lifelong implications for the children we serve. The work of the person in this position influences the image of our agency and relationships with partner agencies. Develops programs which address the needs of diverse socio-economic, racial, ethnic and other cultural groups served. Level 4

### **Additional Skills & Abilities:**

- Must be able to work independently and as a member of a team.
- Knowledge of community resources that work with children, youth, and families.
- Must have excellent organizational skills; must be able to manage and prioritize multiple tasks.
- Must be able to use computer software programs such as word processing and database programs.
- Must have valid driver's license, personal automobile liability insurance, and acceptable driving record.

### **Physical Requirements and Work Environment:** Level 1

- Standing, walking, sitting, keyboarding, wrist use and hand use.
- Driving various hours of the day or evening. Must be able to drive at night on an occasional, basis.
- May meet clients in a variety of settings during all hours of the day and evenings.