



ABOUT THE COMPANY

Founded:	1981
Mission:	To prepare foster and community youth to reach their greatest potential
Values:	Trust, Respect & Compassion

JOB DESCRIPTION

Position Title:	Resource Family (Foster Family) Recruiter and Trainer
Employment Classification:	Full-Time; Hourly; Non-Exempt
Reports to:	Youth Connected Program Director
Department:	Youth Connected Program
Program Summary:	Youth Connected Program includes foster family agency, school dormitory, and Mental Health services in coordination with government agencies and collaborative partners.
Position Summary:	Responsible for developing and implementing a sustainable marketing plan to recruit, train, and maintain qualified, culturally-competent resource/foster care and respite families. This position collaborates with other Orangewood Foundation departments and is responsible for meeting recruitment goals. This position is also responsible for facilitating and leading agency trainings, including trauma-informed principles, for employees.

Major Areas of Responsibility:

- Provides resource/foster family orientation and training, retention, and advocacy efforts
- Creates and executes an aggressive marketing plan to increase a pool of viable foster/resource parent applicants
- Represents the organization at events to recruit foster/resource parents and holds informational meetings
- Develops and maintains professional alliances and relationships that will serve to help recruiting
- Ensures the visibility of our Youth Connected, foster care program, by developing, retaining, and enhancing relationships with individuals, families, community groups, and resource family coalitions
- Assists with the maintenance of written communications for resource families, including but not limited to the handbook, recruitment materials, and program forms
- Reviews and obtains all contractual paperwork with resource/foster applicants
- Completes the initial and annual home inspections for resource/foster families
- Participates in planning, execution, analysis, and evaluation of family trauma-informed training plan
- Provides convenient trainings to participants, including in the evenings and on
- Trains program employees
- Participate in agency Program Quality Improvement Activities and initiatives
- Participate in program meetings and individual supervision

Knowledge, Skill and Experience Requirements:

- Be at least 21 years of age
- Bachelor's degree in Human Services or equivalent field of study, Master's Degree preferred
- Prior experience in recruitment and assessment services in a child welfare agency preferred
- Knowledge of state, community, and agency resources
- Demonstrated public speaking and training skills with strong interpersonal skills
- Must possess excellent interviewing, observation, diagnostic, and family assessment skills
- Willingness to work flexible hours in order to assist the program
- Must be highly motivated and able to take initiative
- Excellent verbal and written communication skills

- Excellent computer, typing, and Microsoft Office software skills and the ability to effectively use electronic health record/database system to perform the essential job functions
- Ability to fluently read, write, and speak English and Spanish
- Have and maintain a valid, unrestricted California driver's license with a good driving record and vehicle insurance
- Pass a medical examination, including TB clearance
- Maintain certification in Nonviolence Crisis Intervention, First Aid/CPR and other program required trainings.
- Pass criminal records clearance, a thorough background investigation, and reference verification process that may include evaluating the individual's driving record.
- Use personal vehicle for travel and have the ability to work a flexible schedule

Essential Qualities:

- Creates atmosphere of enthusiasm and commitment
- Focuses all actions to reflect the values: trust, respect, and compassion
- Follows and fulfills Orangewood Foundation policies and procedures
- Communicates clearly and directly with internal and/or external customers to assure proper resolution of concerns and satisfaction of inquiries, and speaking positively of Orangewood Foundation decisions, processes, and programs to other staff and outside consumers
- Supports and maintains an environment that encourages teamwork, interdependence, and ethical behavior and does not participate in gossip
- Serves as a role model and demonstrates a deep understanding of and passion for the Orangewood Foundation's mission, vision and values
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Enjoys working directly with youth, coworkers, volunteers, community partners, etc.

Physical Requirements:

Requiring regular and sustained bending, lifting, pulling, stooping, hand and arm pressure, sitting and/or laying prone on the floor for extended periods. To facilitate youth activities and transports, staff must be able to safely drive vehicles transporting one or more youth to events, family visits, etc., in heavy, prolonged traffic (more than one hour each way).

- Frequent carrying, up to 20 pounds. Frequent bending, stooping, twisting, turning, and squatting.
- Frequent pushing/pulling up to 50 pounds and 25 feet. Frequent climbing of stairs (in a three-story dormitory). Regularly lifting floor to waist and floor above shoulders. Regularly sitting, 1 to 10 hours per day. Regularly standing, 1 to 10 hours per day. Regular use of fine motor skills for such activities as writing, note-taking, typing, and craft-making. Normal or corrected vision needed for driving, documentation, observations and evaluations of. Prospective and current resource/foster families and their homes
- Normal or corrected hearing to normal range. Normal sense of smell to detect environmental and safety issues. Normal ability to speak to teach skills, give feedback, discuss strategies, and converse on telephone.
- Work occasionally requires exposure to blood-borne pathogens, may be required to wear specialized personal protective equipment and follow proper protocols and reporting
- Stamina to work 10-hour shifts and drive for up to four hours.

Working Environment:

An office job, with frequent driving to meetings, events, and prospective and current resource/foster homes in the community. Staff is subject to outside environmental conditions occasionally; inside conditions frequently, with protection from weather conditions but not necessarily from temperature changes. Working in the variety of community settings, including some that are unpredictable. The work includes constant interruptions in an environment of moderate to high noise level.

Modification to work schedule may be made based on need of the Foundation.

Orangewood Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other protected group, in accordance with all applicable federal or State laws.