



## **Foster Parent Recruiter**

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Foster Parent Recruiter works under the direct supervision of the Program Director of Permanency Support Services. The Recruiter facilitates activities to promote the enrollment of prospective foster parents, assisting in the development of an annual foster care recruitment campaign, and assists prospective foster parents through the licensing process.

### **Responsibilities Include:**

- Assists in the development and implementation of a tailored, and diligent foster care recruitment plan as approved by the Program Director and Chief Public Relations Officer.
- Collaborates with applicable departments within The Children's Shelter to initiate foster parent recruitment plan.
- Responds to prospective foster parents and inquiries in a timely and thorough manner (same day when possible, no later than following business day); does what is necessary to ensure customer satisfaction; prioritizes customer's needs and follows up to evaluate customer's satisfaction.
- Maintains a high-level of knowledge regarding the Home Development Process and foster care system.
- Reports and tracks foster care recruitment activities that include, but are not limited to board reports, Performance Quality Improvement, and other reporting entities and metrics on a monthly basis.
- Participates in speaking engagements to recruit and raise awareness on behalf of the Permanency Department.
- Work with the Chief Public Relations Officer in facilitating a speaker's bureau of foster parents that can speak to English and Spanish-language media outlets.
- Assist with foster care special events.
- Respond to all inquiries (website, email, phone call, etc.) with in 24hrs and document them in Kaleidacare.
- Conduct bi-monthly foster care orientations for prospective families.

### **Requirements:**

- Preferred Bachelor's degree in the field of social work, marketing, business, or communications.
- Working knowledge of Minimum Standards for child-placing agencies and understanding of the steps to verifying a foster family is a plus.
- Ability to write clearly, accurately, and descriptively, using appropriate vocabulary, grammar, and language.
- Knowledgeable of cultural diversity and ability to provide culturally competent service to children and adults.
- Ability to seek supervision and use constructively.
- Must be at least 21 years old and must perform with emotional maturity and stability.
- Must maintain a current drivers' license and auto insurance. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.
- Present professionally to a variety of audiences.
- Must work independently, be flexible, multi-task oriented, and be comfortable engaging in grassroots efforts, conducting cold calls, and other marketing interception activities to facilitate lead generation prospects for foster families.

*The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.*

You can apply on-line by visiting our website [www.childrenshelter.org](http://www.childrenshelter.org) or in person at:

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