



Foster and Kinship Care Specialist

New Paltz | Full-Time

About the Coalition: The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is based in downtown New Paltz, with a satellite location in Binghamton.

Position Description: The Foster and Kinship Care Specialist is a newly-created position designed to provide key support and training for foster and kinship families. This individual will be the point person for all parent issues related to foster and kinship care and will provide assistance, support and training to parents throughout the state and will serve as the Coalition's in-house expert on issues of importance to foster and kinship care families. The Foster and Kinship Care Specialist reports to the Executive Director.

Duties and Responsibilities:

- Coordinate and provide phone and email support to parents and families on an as-needed basis that is safe, timely, effective, efficient, equitable, client-centered and compassionate.
- Educate, via phone and/or email, prospective foster or kinship parents about the fundamentals of foster care and provide information that assists them in understanding options in their area.
- Support the Coalition's network of parent support groups throughout the state and proactively nurture the development of new support groups.
- Develop and deliver specific content-focused trainings to parent support groups, local departments of social services, agencies and others.
- Help families make informed decisions by providing information and acting as their advocate when appropriate.
- Coordinate and cooperate with other service providers as needed.
- Develop basic training for potential parent mentors.
- Identify, recruit and assist with the training of parent mentors.
- Whenever appropriate, coordinate and collaborate with Coalition's Adoption and Guardianship Assistance Program for Everyone (AGAPE) Directors.
- Write content for website, newsletter and other publications as needed.
- Identify and bring to the attention of the Executive Director and Outreach and Advocacy Coordinator trends and issues that may require advocacy and/or promotion.

- Regularly check Office of Children and Family Services website for new and relevant Administrative Directives (ADMs), Informational Letters (INFs) and Local Commissioner Memos (LCMs). Summarize and distribute to Coalition staff and, if relevant, to parent group leaders. Work with Outreach and Advocacy Director to ensure that new directives are posted on Coalition website.
- Assist, on a rotating basis, with the Coalition's 24/7 HelpLine. Conduct intake, provide information and refer to appropriate services or program as indicated.
- Record case information completely and accurately. Ensure that all necessary forms and statistical reports are completed in a timely manner.
- Adhere to professional standards as outlined by protocols, rules and regulations.
- Assist with the Coalition's annual Foster Care and Adoption Conference as assigned.
- Other duties as assigned.

Qualifications: Experience with foster care and/or kinship care is required. Proven knowledge of foster and kinship care law, guidelines and regulations. Demonstrated success in working with foster and/or kinship families preferred. Experience in developing and delivering training preferred. Adoptive parents, relative caregivers, foster parents, birth parents, adoptees and foster or kinship care alum are strongly encouraged to apply. While not required, a related degree in human services, social work or psychology, for example, is beneficial.

A positive, entrepreneurial, team-focused approach to work is essential. Commitment to the organization's mission, goals and standards required.

Position involves travel within the region. Requires driver's license and transportation.

Compensation: Full time **mid \$40s**, dependent on experience and education, with health, dental and vision insurance, retirement savings, twelve paid holidays and four weeks paid time off annually.

Projected Hire Date: Before March 31st.

To Apply: Please submit a resume and cover letter to Richard Heyl de Ortiz, Executive Director, at richard@affcny.org or 134 Main Street, New Paltz, NY 12561 by Friday, February 10th.