Child Specific Recruiter/Matching Specialist

Basic Function
To provide intensive case management to the agency’s foster/adopt program throughout matching processes. To work with specific hard to place children to identify a permanent resource for them.

Responsibilities
1. Participate in family and pre-service and recertification trainings
2. Participate in training opportunities for families and professionals on local, state and national levels.
3. Participate in bi-monthly clinical case consultation with all line and therapeutic staff.
4. Additional responsibilities will/may be assigned as appropriate

Specialization – Child Specific Recruiter
1. To recruit families willing to adopt special needs children from the child welfare system.
2. Create safe and supportive relationships with youth waiting for permanency.
3. Complete monthly visits with children on caseload and review county records to identify potential resource families.
4. Create individualized recruiting tools for hard to place children (PowerPoint presentations)
5. Compile monthly reports and accurately document the recruitment effort for each child on caseload.
6. Review family profiles submitted for children on caseload and make recommendation to county worker.
7. Assist with planning/coordinate matching events held by agency.
8. To provide direct assistance to all families interested in adoption and foster care through intake and orientation meeting facilitation as needed.

Specialization – Matching Specialist
1. To Continue to follow families throughout the matching process by:
   • Conducting monthly phone calls to families during the matching process
   • Complete Annual Recertification for all waiting families.
   • Conduct quarterly home visits with waiting families.
2. To find potential and appropriate matches for all TRAC waiting families.
3. To maintain the Matching database and report monthly on the matching efforts completed on behalf of all waiting families.
4. To develop and maintain strong relationships with county and state adoption workers and CSR workers.
5. Ensuring the placement goals are met as defined by the yearly projections and grant commitments.
6. To coordinate the smooth transition of families from the Matching Department to BAS for placement work.
7. To maintain open communications with the BAS Program Supervisor, Adoption Coordinator and Finance Manager regarding all matching and placement activity.
8. To report weekly on all matching and placement activity on behalf of all waiting families.
9. Attend Matching Events as needed.
10. Additional responsibilities will/may be assigned as appropriate

**Technical Knowledge**
- Understanding of Adoption/Foster care Regulations
- Understanding of family movement through adoption process
- Understanding of adoption issues
- Proficient knowledge of MH/MR diagnoses
- Knowledge of SWAN system
- Knowledge of county systems
- Knowledge of child welfare system
- Basic Computer skills (All programs)

**Skills**
- Organizational/Time management skills
- Problem solving skills
- Self-starter
- Strong writing skills
- Cultural competency
- Ability to multi-task
- Ability to work independently and as part of a team
- Ability to communicate with all levels of clients and colleagues
- Flexibility

**Education/Training**
Bachelor’s degree in Social Work or a related field,
Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver’s license
CPR/1st Aid Certification

**Experience**
1-2 years’ experience providing casework services to families/children. Experience in adoption and/or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.