Resource Family Recruiter (Allegheny County)

20-Sep-2017, Project STAR - Other
Job Status: Full-Time  Location: Pittsburgh

Job Summary
Recruits prospective resource families, provides initial information and orientation to all interested individuals and promotes Project STAR through community events

Job Relationships
Responsible To: Manager, Placement Services
Collaborates with: Placement Services staff, Institutional Advancement staff

Workers Supervised: None

Qualifications

Education: Bachelor’s degree in human services or public relations field required.
Licensure: None
Certification: None

Clearances: Act 73 FBI*Act 34 Criminal Clearance*Act 33 Child Clearance**For this position, clearances must be obtained prior to start date.

**Clearances must be obtained within 30 days of hire in order to continue active employment.

Training and Experience: Minimum two years working with children and families in a social service, child welfare setting is required. Experience with public speaking and working with diverse populations is preferred.

SKILLS REQUIRED:
Excellent written and oral communications skills
Ability to manage multiple tasks concurrently
Understanding of marketing and promotional strategies
Proficient in Microsoft office applications

ADDITIONAL REQUIREMENTS:

• Valid, current driver's license and personal automobile liability insurance with a minimum of $300,000 combined single limit coverage
• Approval to verify driving history at the time of authorization and annually; approval to verify insurance coverage at the time of authorization and semi-annually
• Reliable automobile with current inspection
• Vehicle Registration Card
• Ability to meet physical and mental requirements of the job
• Must work some weekends and flexibility is required

**Job Responsibilities**

• Actively recruits resource families for placement services
• Accepts and responds to all inquiries from prospective resource families in a timely manner
• Maintains contact with all prospective families from intake through profile completion
• Attends relevant community events to promote Project STAR
• Distributes informational fliers to targeted communities at least twice a month
• Schedules and conducts orientation meetings in both Project STAR offices and community locations
• Co-ordinates targeted recruitment initiatives such as Faith Partnerships for Children and annual open houses
• Maintains data base of prospective resource families and the PAE photo listing book
• Submits monthly recruitment reports to manager of placement services
• Develops and completes annual recruitment plan
• Coordinates and conducts pre-service Parent Education Program in collaboration with other placement services staff
• Coordinates Parent Recertification Program and assists in staff continuing education as assigned

**Employment Application**

[Employment Application](201 KB)

**Submit cover letter, resume, application and salary requirements**

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No phone calls, please. Resumes and cover letters will only be accepted in PDF format if sent via email. You may also fax them to the number above. The Children's Institute of Pittsburgh is an Equal Opportunity Employer.