Job Title: Extreme Family Finding Recruiter
Department: Adoption Resources
Reports to: Program Supervisor – CSR/WWK/EFF
FLSA Status: Exempt

Basic Function
Identifying both legal and relational permanency options for youth in foster care whom do not have identified adoptive resources.

Responsibilities
1. Create safe and supportive relationships with youth waiting for permanency.
2. Carry out recruitment strategies and meet outcome requirements.
3. Conduct in-person & virtual community outreach and recruitment.
4. Ensure that an initial assessment of adoption readiness is conducted and updated as the case progresses.
5. Review the youth’s current placement, mental health needs, physical health needs, adult relationships, peer relationships, and educational needs.
6. Review case records, mining for information on possible kin/relatives of youth.
7. Maintain up-to-date documentation of client contact and progress notes. Documentation should occur within two (2) days of contact.
8. Schedule and/or attend all weekly team meetings and complete weekly action plans within 24 hours following a team meeting. Participate as an active team member with all agency departments. Maintain frequent contact and attend meetings with case managers and other team members as needed to ensure quality of services and resolve issues/concerns timely as they arise.
9. Attend and participate in all scheduled meetings, court hearings, and trainings.
10. Maintain strong, open communication with direct supervisor regarding services delivered, concerns or questions.
11. Additional responsibilities will/may be assigned as appropriate.

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<tr>
<th>Technical Knowledge</th>
<th>Skills</th>
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<tr>
<td>Understanding of Adoption/Foster care Regulations</td>
<td>Organizational skills</td>
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<td>Understanding of family movement through adoption process</td>
<td>Problem solving skills</td>
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<td>Understanding of adoption issues</td>
<td>Self-starter</td>
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<td>Proficient knowledge of MH/MR diagnoses</td>
<td>Strong writing skills/public speaking</td>
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<td>Knowledge of SWAN system</td>
<td>Cultural competency</td>
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<td>Knowledge of county systems</td>
<td>Ability to multi-task</td>
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<td>Knowledge of child welfare system</td>
<td>Ability to work independently and as part of a team</td>
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<td>Basic Computer skills (All programs)</td>
<td>Ability to communicate with all levels of clients and colleagues</td>
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Education/Training
Bachelor’s degree in social work or related field,
Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver’s license
1st Aid/CPR Certification

Experience
1-2 years’ experience in case management/social work experience. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

To apply, please go to http://tracpgh.com/employment-opportunities/