



**FOSTER CARE COORDINATOR  
DEPARTMENT OF SOCIAL SERVICES**

**REPORTS TO: DIRECTOR  
SALARY/HOURLY RANGE: 40  
FLSA Status: NON-EXEMPT  
VALID DRIVER'S LICENSE REQUIRED**

**INTRODUCTION**

This position is responsible for providing and coordinating a full range of professional child welfare/foster care services for clients and families in accordance with the Hopi Children's Code and in support of the Department of Social Services.

The incumbent is under general supervision and line authority of the Director. The supervisor identifies the overall objectives, priorities and resources available. The incumbent plans and completes work with a maximum degree of independence, consulting the supervisor or other professional staff for review. Completed work is reviewed and evaluated for effectiveness, efficiency and compliance with applicable guidelines and procedures.

Contacts are with other employee within/outside the immediate work area, communities, tribal, federal and state agency representatives, other related agencies and the general public. The purpose of these contacts is to coordinate, collaborate and facilitate the delivery of services and foster a network of services. Some contracts often involve situations where information is reluctantly provided or inadequately conveyed.

The work is performed in a standard social services agency office, client's homes, community setting. The workload is demanding requiring work beyond the normal eight (8) hour schedule, evenings, weekends, and holidays. The incumbent is subject to great psychological stress and pressure due to the nature of the work and potential risks present when performing investigative work or entering violent situations. Extensive travel on and off the reservation is necessary.

**ESSENTIAL FUNCTIONS**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Provides child welfare services/foster home licensing for custodial care of minors-in-need-of care (MINOC) and works closely with Social Worker/CPS Social Worker to ensure that services plans are developed in accordance with the Hopi Children's Code, BIA Manual and professional standards:
  - a. On an ongoing basis, recruits potential foster care parents, receives inquiries, provides information to individuals or families interested in applying to become foster home/parents; increases the number of quality foster parent homes on and off the reservation and interviews clients for purposes of screening to determine eligibility for foster custodial care.
  - b. Evaluates foster home environmental factors and personal characteristics of foster care applicants to determine suitability as foster home/foster parents; prepares reports and provides recommendations for types of licensure (i.e., emergency, therapeutic, infant care) and placement criteria (e.g., length of stay).
  - c. Monitors and assures Hopi Foster Home licensing is in compliance; supervises and re-certifies foster homes on an ongoing basis; conducts home studies.
  - d. Assists with foster care placements for minor(s) in-need-of-care, referred through the Child Protective services.
  - e. Provides pre-service and on-going monthly trainings for foster parents on topics related to care and custody of children.
- 2) Performs a full range of services for foster families, welfare services to families experiencing problems due to marital conflict, unemployment, housing, management of funds, non-support, child neglect, etc., which includes working beyond the normal working hours and on-call 24 hours to coordinate provision of child protective services.
- 3) Participates in program planning for continued improvement of Foster Care Services and provides recommendation in the delivery of services to families and children.
- 4) Coordinates provision of child therapeutic practice and training for foster parents via liaison with Behavioral Health child and family therapists.

- 5) Maintains client/foster home records and documentation of home related activities; maintains professional confidentiality of records and ensures compliance with quality assurance standards.
- 6) Complies and prepares statistical reports and narrative reports of activities; prepares other reports required by the funding agency and the Hopi Tribe.
- 7) Disseminates information on foster care services and financial assistance programs to the general public and related agencies.
- 8) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

#### **MINIMUM QUALIFICATIONS**

Education: Associates Degree in Social Work, Human Services or closely related area;

AND

Experience: One (1) year work experience coordinating services and/or case management with children, families and/or foster care program in the Social Services field;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of professional social work/behavioral health philosophy, principles, practices and methods including techniques and case management
- Knowledge of Native American values, lifestyles and social-Economic conditions
- Knowledge of rules and regulations governing the Safety of welfare of Hopi minors
- Knowledge of interventions strategies related to child abuse and neglect
- Skill in written and verbal communication to conduct public presentations/ideas clearly and effectively
- Skill in human & public relations
- Skill in investigative techniques and research
- Skill in interviewing, problem solving, assessment, case planning and counseling
- Ability to prepare reports
- Ability to communicate effectively with people
- Ability to maintain strict confidentiality of client records and information
- Ability to conduct research, analyze situations and intervention
- Ability to establish and maintain positive working relationships with others

#### **NECESSARY REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Must obtain and maintain First Aid and CPR certification.

#### **DESIRED REQUIREMENT**

Be able to speak and understand the Hopi language.