

Asociación Puertorriqueños en Marcha

Job Description

Department: Children, Youth and Family Services (CYFS)
Program: Community Umbrella Agency (CUA)
Position Title: CUA Resource Home Coordinator
Supervisor: Director of Intervention and Program Development
Status: Full Time

JOB SUMMARY:

Responsible for recruiting Resource family homes, preparing perspective resource families for the certification and licensing process, and promoting CUA services. This person will facilitate the recruitment of resource families and assist them through the certification process. Recruitment efforts will include but not be limited to CUA region 2, 24th/26th police district.

JOB QUALIFICATIONS:

1. Bachelor's Degree in Social Work or related including but not limited to sociology, psychology, counseling, criminal justice, education, divinity, or public health administration.
2. Experience in working within child, youth, and family service systems in preferable.
3. Proficiency in English and Spanish preferred.
4. Skills in typing, basic computer operations, Microsoft, PowerPoint, Excel.
5. Must have a valid PA driver's license.

JOB RESPONSIBILITIES:

1. Work in collaboration with the CUA Community Liaison, Director of Intervention and Program Development, and Director of Communications and External Affairs to organize outreach and recruitment activities for the purpose of recruiting foster families.
2. Develop and implement strategies with Foster Care Providers to increase the capacity of available homes in the CUA area.
3. Ensure that the quality and quantity of resource homes recruited and certified by Providers meets or exceeds benchmarks created by the Philadelphia Department of Human Services (DHS).
4. Maintain an electronic system for tracking status and utilization of Providers' certified and prospective resource homes.
5. May perform any other duties as assigned.