



Outreach Specialist

Job purpose

The Outreach Specialist is responsible for recruiting kinship and foster resource family homes, preparing perspective resource families for the certification, and the licensing process. This person will facilitate the recruitment for resource families and assist them through the certification process. Recruitment efforts will include targeting homes city-wide.

Duties and responsibilities

Recruitment

- Attend events in the community to present information on how to become a Resource Parent (RP)
- Reach out to agencies and organizations in the community, to participate in their events, fair, community fest on behalf of the Resource Home program
- Represent Pradera in targeted recruitment efforts at various cultural meetings, services and conferences
- Recruit RPs to care for children and youth in need of placement
- Answer inquires about becoming a RP resource, without discriminating against possible candidates

Training

- Prepare and present pre-service training curriculum in English/Spanish (as needed) to potential RPs
- Coordinate external training curriculum in support of service and pre-service RP requirements
- Interpret Pradera contract requirements into required training modules
- Obtain initial documentation necessary to proceed with certification of prospective RP
- Monitor and maintain training completion documentation for the Resource Home program
- Submit completed RP application package documentation to the Resource Home Supervisors for certification and code request
- Be available to work after hours or on weekends as necessary

Other

- Complete 20 hours of training in the first year and 10 annually thereafter
- Maintain program confidentiality
- Participate in collaboration with other units within the Resource Home program
- Participate in bi-weekly supervisory meetings and maintain ongoing communication
- Other duties as assigned to support the mission of Pradera

Qualifications

- One years of experience in social services related to administrative areas
- One year of experience in training and/or instructing
- Bilingual/bicultural, Spanish/English
- Bachelor's Degree in Administration and/or Applied Sciences
- Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Record Clearance, Federal Bureau Investigation (FBI), Medical Examination.
- Preferably knowledge of Pa Chapter 3700
- Computer savvy, familiarity with Microsoft Office Suite

Working conditions

- Office
- Field/Community
- Work late or weekends, as required

Employee Signature

Date

HR Generalist

Date