

Epworth Family Resources  
York, NE  
Job Description

**Name:**

**Title:** Foster Care Program Director  
**Department:** Foster Care  
**Supervisor:** Chief Executive Officer (CEO)

**Position Summary:** The Foster Care Program Director is responsible for overall operational aspects and success of Epworth Family Resources' Foster Care program. The Program Director will ensure that the programs and staff meet goals, follow policies and procedures, licensing and contractual requirements and function as an effective component of the total organization. This requires the ability to impart the vision of comprehensive service delivery to children, youth and families and provide leadership towards that vision.

**I. Key Duties and Responsibilities:**

**A. Operations**

1. Ensure that all program functions and operations are conducted in accordance with Epworth Family Resources' Mission and Values and applicable State regulations, laws and Agency Sponsored Foster Care contracts with the state of Nebraska.
2. Ensure program functions and activities are operated efficiently, economically and in accordance with policies, procedures and best practices.
3. Prepare the program for upcoming and any other future changes in Nebraska's Agency Sponsored Foster Care requirements and services.
4. Develop plan for accelerated growth of the the program/foster homes with the CEO including the development of a targeted recruitment, training and retention of foster homes; implement plan and oversee progress.
5. Ensures that all services to client's and individuals are provided in a consistent professional and caring manner.
6. Develop annual foster care recruitment and retention plan and training plan for both foster parents and staff.

**B. Staff Supervision & Management:**

1. Responsible for recruiting, interviewing, hiring, pre-service training employees;
2. Provide regular supervision and open communication.
3. Plan, assign, and direct workflow and monitor caseloads.
4. Develop, promote and practice teamwork in all activities.
5. Ensure staff growth and competency as well as quality direct service through staff training including individualized, staff development, coaching and evaluations, team meetings and other methods and systems that deliver the result.
6. Ensure staff are timely and proficient in all required documentation and follow through to ensure prompt remedial action when documentation is insufficient/lacking.

**C. Compliance & Quality Assurance**

1. Responsible for developing, implementing, and maintaining the Continuous Quality Improvement Program that ensures areas of the foster care program (both administrative and

direct service) are consistently using information to evaluate performance, risk and compliance.

2. Assure compliance in record keeping and documentation, maintain client and program records.
3. Responsible for ensuring program is in continuous compliance with internal policies and procedures, state contracts and all applicable laws and regulations.
4. Maintain quality improvement goals and address at regularly scheduled staff meetings.
5. Ensure that actions are identified and followed through to remediate quality issue.
6. Maintain all required program and client documentation.
7. Be available to employees to staff cases, provide incident report on call, distribute cases, and other possible phone calls.

#### **D. Service Provision**

1. Manage foster parent recruitment, including tracking, pursuing outreach opportunities, making presentations, timely responsiveness to inquiries, timely and thorough home studies and training.
2. Develop and nurture community relationships in support of foster parent recruitment.
3. Manage and assist progression of potential foster families in progressing quickly from point of interest through preparation and licensing.
4. Assign, conduct, monitor and/or review home studies to assess of prospective foster families, relative/kinship care providers; redirect applicants who are not a fit for the program in a timely and empathetic manner.
5. Evaluate current and potential foster parents on an ongoing basis, provide guidance to them and make related recommendations to Foster Care staff for placement and retention.
6. Respond to requests for information from outside the agency and maintain complete, confidential client files.
7. Respond to referrals/placement requests and determine placement; work with staff to ensure stability of placements.
8. Create/implement ongoing training for foster/kinship homes and foster care staff.

#### **E. Networking/Collaboration**

1. Serve as liaison between Epworth Family Resources, NDHHS and other agencies and attend relevant meetings.
2. Maintain collaborative working relationship with referral sources and other providers and agencies as appropriate.
3. Ensure that the network of relationships within and outside the program is established and maintained; network and develop foster care partnerships.
4. Market services of program and network with and present information to relevant groups; develop and nurture recruitment partnerships.

#### **F. Agency Commitments**

1. Represent Epworth Family Resources in a positive and professional manner.
2. Exhibit an understanding of Epworth Family Resources' vision and mission.
3. Adhere to strict confidentiality concerning client, employee and agency information and business matters.
4. Keep current in appropriate training, and other areas related to successful program oversight.
5. Serve as positive role model to staff, clients and families.
6. Support staff as they carry out their assigned duties.

7. Member of agency's Management Team; serves on designated committee.

**Position Qualifications**

- Master's degree in social work, counseling, business, public administration, education, or a related human service; or a bachelor's degree and three years of experience in social work, counseling, business, public administration, education, or a related human service.
- Must have a valid Nebraska driver's license and maintain an agency insurable driving record; must be able to pass a series of criminal background, DMV and APS/CPS Central Registry checks prior to hire including a pre-employment drug screen
- Very strong interpersonal skills and the ability to build relationships with stakeholders, community partners, clients, etc.
- Ability to mentor, coach, guide and lead staff members
- Good judgment; able to make sensible decisions
- Understanding of or demonstrated ability to develop deep knowledge of state rules and regulations regulating foster care and foster care programs
- Professional demeanor: tactful, responsive and flexible to client, families, community and staff concerns
- Forward looking, strategic thinker who actively seeks opportunities and proposes solutions
- Excellent written and verbal communication skills
- Ability to meet high performance goals in a fast-paced working environment while handling multiple priorities, to work with little direct supervision and to establish and maintain specific goals and meet deadlines; excellent attention to detail
- Proficient in computers and Microsoft Office (Outlook, Word, Excel, and Power Point)
- Ability to handle sensitive and confidential matters and documents

Notice of Resignation: Thirty day written notice (preferred)

Revised: May 2024

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Foster Care Program Director

\_\_\_\_\_  
Date

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CEO

\_\_\_\_\_  
Date

