



## **JOB DESCRIPTION: Community Engagement Specialist/Trainer**

### **Job Summary**

The Trainer/Community Engagement Specialist is responsible for coordinating Pathways' home verification process – including the recruiting, initial screening assessing and training of families for verification.

### **Responsibilities**

#### ***General:***

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline
- Establishes relationships and communicates with children, managing conservators, foster/adopt families, and other community stakeholders
- Works with supervisor to identify and seek resolution for potential problems arising with foster/adopt parents, staff, or other involved parties
- Ensures all electronic records are maintained and current
- Attends staff meetings, conferences, workshops, seminars, and any other programs to ensure that 20 hours of continuing education in a year is completed
- Participates in monthly meetings with the local CPA staff
- Completes other duties as directed by the State Director of Development

#### ***Recruitment:***

- Development of innovative strategies and actions for growth with measurable markers for each office with reporting to Leadership on the progress toward those objectives
- Development of a recruitment plan for each office that involves marketing Pathways to potential foster parents. The plan includes a community outreach effort to ensure that diverse pools of families are contacted.
- Arranges and conducts various recruitment activities for foster-adopt-kinship parents/support providers on a monthly basis
- Facilitates initial orientations 3 times per month per region

#### ***Inquiries/Applicants:***

- Responds to inquiries within 48 hours (Monday – Friday)
- Provides application materials and assistance to prospective foster parents (via phone, email, and Family Website)
- Screens applications within 2 business days of receipt
- Tracks documentation due dates, training compliance, background checks, inspections, etc. prior to verification
- Ensures that all initial background checks are processed within 2 business days of release receipt
- Ensures all inquiry/applicant lists are maintained and accurate
- Discharges inquiries/applicants after 3 months of no activity
- Uploads/completes all documentation within 3 business days of receipt

#### ***Training:***

- Facilitates regular trainings to prospective families/support providers in person, online, and via Go To Meeting using Pathways' approved training curricula
- Assists in the development of training curricula and schedules
- Collaboration with other entities for new families

***Home Study and Verification:***

- Coordinates initial home visits and home studies
- Ensures that all pre-verification documentation is completed and uploaded
- Attends staff meetings to provide updates on applicants/verifications
- Provides assistance and support to potential foster families so that they remain in compliance with DFPS Minimum Standards and Pathways' Policies and Procedures
- Prompts applicants and licensed foster/adopt parents to attend/receive all required trainings
- Development of plans of action to address shortcomings

**Supervisor:** State Director of Development  
**Supervises:** N/A  
**Work Hours:** Flexible  
**Classification:** Exempt

**Education & Experience**

- **Option 1 - Educational Qualifications** – A bachelor's degree from an accredited college or university and nine credit hours in undergraduate level courses that focus on family and individual function and interaction. **Professional Qualifications** – At least two years of documented full-time experience in a child-placing agency.
- **Option 2** - High school diploma (or GED equivalency), with at least two years' experience in a child care setting or marketing position.

**Knowledge, Skills, & Abilities**

- Thorough working knowledge of needs of children placed in substitute care
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Ability to effectively communicate with Pathways' staff, foster-adopt parents, caregivers, support providers, external agencies, and professional service providers via phone, in person, and through written correspondence
- Competent in using Microsoft Word, Excel, Power Point, Go To Meeting, the Internet, and other software applications
- Organizational skills
- Ability to effectively present information and training to others

**Additional Requirements**

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen

**Physical Demands**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

**DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

**I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**