

**Buckner Children and Family Services, Inc.**  
**JOB DESCRIPTION**

**TITLE:** Kinship Care Specialist

**INCUMBENT:**

**DEPARTMENT:** Foster Care

**REPORTS TO:** Foster Care & Adoption Director

**SUPERVISES:** N/A

**STATUS:** Exempt

**JOB TYPE:** 11

**EEO CODE:** 002

**WC CODE:** 8868

**AUTHOR:** Corporate Human Resources

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**BASIC FUNCTION:** Responsible for the recruitment and licensing process of kinship caregivers. Responsible for the coordination and provision of services to foster children placed in approved and licensed kinship caregivers. The specialist will provide the development and provision of services to achieve permanency.

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**RESPONSIBILITIES/TASKS:**

*NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Participate as a member of the Foster Care team to meet the physical, emotional, social, and spiritual needs of foster children during the time they are placed in a Buckner kinship foster home, as outlined in each client's plan of service.
- \*2. Provide ongoing case management for clients living in Buckner foster kinship homes in accordance with established Buckner guidelines and procedures.
- \*3. Participate in regular supervision and support with the client and kinship caregivers during frequent home visits, office visits, and telephone contact as is required by state licensing and Buckner policy and procedure.
- \*4. Coordinate individual, family and/or support group counseling to foster care clients and/or kinship caregivers.
- \*5. Timely complete accurate and thorough documentation for case files in accordance with Buckner guidelines and procedures in order to meet minimum standards requirements.
- \*6. Complete all necessary admission and assessment paperwork; plan and complete discharge paperwork.

- \*7. Develop, monitor, and review with clients their Plan of Service designed to increase strengths, address needs, and reduce conflict in the home.
- \*8. Provide counseling and crisis intervention support as required.
- \*9. Coordinate and implement the recruitment of kinship caregivers for the Foster Care program through church engagement and community presentations.
- \*10. Provide education to the community about the resources that are needed for the foster care population. The information that is presented is through statistics provided by DFPS, but also through needs assessments at the local level.
- \*11. Consult with CPS on appropriate referrals to Buckner for kinship care referrals as well as how Buckner can provide support to kinship caregivers for successful permanency.
- \*12. Conduct investigations on kinship caregivers regarding any complaints about licensing or Buckner policy deficiencies; identify issues and assist the kinship caregiver in developing corrective action plans; and make recommendations for licensing enforcement when appropriate.
- \*13. Participate in the screening and licensing of potential kinship caregivers as a member of the team.
- \*14. Complete home studies for potential kinship caregivers as a part of the licensing process.
- \*15. Timely and accurately complete the required licensing, assessment, and support processes to ensure that families meet Licensing Standards and are appropriately prepared to care for children; make recommendations for utilization; amend individual licenses relative to caps, city, age ranges, etc. and renew licenses at required intervals.
- \*16. Maintain a supportive relationship with foster care & kinship resources, which includes identifying and implementing on-going training and support needs; assisting in obtaining such services along with other team members; coordinating, with assistance from other team members; providing support and strengthening Department relationships with kinship caregivers; monitoring licensed kinship caregiver foster homes as required to ensure the home is in compliance with Licensing Standards and assisting families in resolving compliance issues.
- \*17. Participate in facilitating training for kinship caregivers to provide them with pre-service and continuing education.
- \*18. Participate in making presentations to the general public when scheduled.
- \*19. Attend and participate in in-service training, including SAMA, CPR/First Aid, Medications and other clinical related training as required.
- \*20. Attend and participate in Buckner activities for foster parents and foster children.
- \*21. Provide / maintain reports, statistics, records and documentation of activities on a monthly basis or as required. This also includes completing audits for continuous quality improvement activities.
- \*22. Utilize excellent public speaking skills to successfully communicate with a multi-ethnic population base in the community.
- \*23. Communicate with program staff to assess client's progress and needs.
- \*24. Communicate with TDFPS (Texas Department of Family and Protective Services) and other placement agencies by telephone; meet with placement agency caseworkers to discuss client needs.
- \*25. Report suspected child abuse/neglect to Administrator and appropriate law enforcement agencies.
- \*26. Attend and participate in Permanency Conferences, Family Group Conferences, Circles of Support meetings and court hearings as needed.
- \*27. Consult with supervisor on specific needs of clients.
- \*28. Timely and accurately prepare progress reports for placement agency caseworkers as requested.

- \*29. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- \*30. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- \*31. Serve on call on weekends and holidays on a rotating basis. Participate in 24 hour on call duties on a rotating basis. Work evenings as needed.
- \*32. Attend and participate in staff meetings and training as required.
- \*33. Perform general office tasks as required.
- 34. Perform special assignments, projects, and other duties as required.

Numbers 1-32 are considered Primary Duties for this job.

\* Indicates essential functions of the job.

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### **POSITION EXPERIENCE & ABILITIES:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

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1. Requires in-depth understanding of a comprehensive field of knowledge normally associated with the attainment of a Bachelor's Degree in a human services field. Bachelor's Degree in human services or other related field required. Master's Degree in a related field is preferred. Minimum 2-4 years prior related experience with kinship caregiver required.
2. Counseling and/or social work licensure is preferred.
3. Requires proficient ability to speak, read and write English.
4. Requires knowledge and understanding of the legalities of child welfare and children in foster care.
5. Requires excellent public speaking skills and the ability to successfully and effectively communicate in a professional manner with a multi-ethnic population base in the community; ability to effectively communicate both orally and in writing.
6. Requires ability to speak clearly and make self understood effectively in fact to face interactions; articulate with accuracy to speak on the phone.
7. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
8. Requires ability to maintain confidentiality.
9. Requires ability to effectively work under pressure and remain flexible as priorities change.
10. Requires ability to work under minimal supervision with awareness that error may have serious consequences; requires ability to exercise patience, initiative, and sound professional judgment.
11. Requires ability to work nights and weekends as required to meet business needs and provide services to clients.
12. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time (months).
13. Requires proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications, including, but not limited to, word processing, spread sheets, desktop publishing and graphics.

14. Requires professional commitment to Christian principles and teachings so as to perform tasks and responsibilities in alignment with Buckner's mission, vision and values.
15. Requires leadership ability characterized by servant leadership, integrity and honesty. Must possess the ability to lead through influence as opposed to authority.
16. Requires ability to provide personal transportation for home visits and other necessary travel to provide services to clients.
17. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 or older to drive on behalf of Buckner.
18. Requires ability to travel as required with some overnight stays required; ability to be on call as assigned.
19. Requires ability to use up to 50 pounds of force sporadically, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects and/or people.
20. Work deals mostly with areas such as preparing and reading data and figures, client records, reports, visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer
21. Requires ability to walk, stand and sit, sometimes for prolonged periods of time; ability to grasp, push, pull, carry or otherwise manipulate objects; occasionally required to squat, climb stairs, kneel and twist.
22. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

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#### **POSITION CRITICAL SKILLS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

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1. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
2. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
3. Willingness to Learn. Assimilate and apply new job-related information promptly.
4. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

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#### **POSITION CRITICAL BEHAVIORS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

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1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.

3. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
4. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
5. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
6. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
7. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

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**BUCKNER VALUES:**

*NOTE: Buckner follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Buckner's personality and provide our employees clarity about how to behave.*

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1. Core Values. Our Core Values are behavioral traits that are inherent in Buckner; they are the heart of our identity and have existed since Buckner's founding in 1879.
  - a. Christ-like (mission driven, give the glory to someone else, self-sacrificing, forgiving);
  - b. Servant Spirit (humble, treat others with respect, put others first, team player); and
  - c. Passion-driven (dedicated to the mission and purpose of Buckner, persevere, reliable, work hard).
2. Aspirational Values. Buckner has Aspirational Values which are characteristics we encourage all Buckner employees to have: Courage, Excellence, Loyalty, Be clear, and Be flexible.
3. Expected Values. Buckner also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

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*NOTE: Buckner Children and Family Services, Inc. complies with all the employment provisions of the Americans with Disabilities Act.*

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The purpose of Buckner's job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

**I acknowledge receipt of this job description.**

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

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Employee Name

Date