

2019 BID SPECIFICATION

PROGRAM #: 510

STANDARD PROGRAM: Foster Home Recruitment
And Licensing Specialist

TARGET POP: Children/Youth

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday-Friday, 8:00 a.m.-5:00 p.m. with some evenings, weekends and on-call hours possible

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

Vendor will provide three (3) FTE positions and payroll services for the following:

Foster Home Recruitment and Licensing Specialist

This is a 40-hour per week position responsible for recruitment of potential foster homes in Racine County, licensing of those homes, re-licensure of existing foster homes, investigation of foster home complaints and concerns and matching/placement of children into appropriate foster homes. This contracted position will work alongside existing county employees in the Human Services Department's Foster Care Recruitment, Licensing & Training Unit.

In order to access the maximum number of potential foster parents, the individual in this position will occasionally work non-traditional hours such as holidays, weekends and evenings. Recruitment efforts at community functions such as the Racine County Fair and Fourth Fest as well as churches and fraternal organizations and clubs will require flexible scheduling. Licensure/re-licensure activity may also require the individual to be available in the early evening to accommodate foster parents' schedules.

Essential Functions:

- Recruitment of potential foster parents at assigned community functions.
- Licensure of foster homes for children according to State and Federal standards and HSD policies.
- Processing of referrals from staff and matching of children to available homes
- Problem-solving with foster parents and investigation of licensing violations
- Consultation with referring staff
- Mediation of problem areas between agency staff and foster parents
- Advocacy for foster parents
- Re-evaluation of foster homes prior to license expiration or when there are substantive changes in foster home household; amend or re-license to assure compliance
- Representation of the agency as necessary in court and fair hearings
- Maintenance of foster home records and unit statistics
- Preparation of monthly newsletter
- Representation of HSD at Foster Parent Association meetings
- Interface with the Racine County Marketing Team to create print and electronic marketing pieces.
- Identify, implement and evaluate new sources for Foster Care exposure.
- Maintain up-to-date information on Foster Care website, Facebook page and other social media outlets.
- Take photos of events and record where appropriate.
- Provide support for strategic plan and process.
- For the purpose of recruiting foster families, establish and maintain community contacts such as: Schools, Community organizations; Faith Based organizations; Service groups; Business leaders.
- Use social media to effectively engage the community and create awareness of the need for new foster homes.
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency to meet marketing goals.
- Conceptualize, develop and design materials to effectively achieve desired outcomes.
- Evaluate and measure performance of marketing efforts using metrics and analytics
- Complete tasks and projects within prescribed timeline.
- Flexibility to work evenings & occasional weekends as needed
- Establish a system of assessing the satisfaction of foster families that can be used to identify training, support and treatment needs. Every quarter for licensed foster homes, but monthly for newly licensed foster homes, assess a select number of foster family's needs and strengths to assure training, support and treatment needs are being met for both foster children and foster parents.
- Establish and manage a Racine County Foster Care monthly e-magazine providing foster parents with helpful and supportive information such as recent literature on trauma informed care, networking opportunities with other foster families, support groups, community resources, respite care information and opportunities, changes in foster care rules, recognition of foster families and training opportunities.

Qualifications:

- Bachelor's degree in a Human Services field (child development, criminal justice, educational psychology, vocational rehabilitation, guidance and counseling, psychology, social welfare, social work, or sociology).
- Recruitment Staff qualifications may include Bachelor's degree in Communications, Business, Management, Education or a related field. Two (2) years' work experience in making independent decisions and meeting deadlines.
- Valid Wisconsin driver's license

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.