Marion County Children Services Board, an agency that functions to protect abused, neglected and dependent children, has the following position available.

Any interested party may call, fax, email, or mail a resume to: Dan Downes, Marion County Children Services Board, 1680 Marion-Waldo Road, Marion, Ohio 43302; Dan.Downes@jfs.ohio.gov Phone (740) 386-0421 FAX (740) 389-3499 (information may be downloaded from our web site at www.marionkids.com). EEOC

Job Title: Foster Care & Community Engagement Coordinator 3

Classification: Child Welfare Caseworker 3 # 06013

Immediate Supervisor: Placement Supervisor

Positions Supervised: None

Overtime: Non-Exempt

Under direction, the Foster Care & Community Engagement Coordinator is to, plan and implement foster and adoption recruitment and retention programs/efforts, conduct and promote agency education/campaigns and coordinate external communications for the Marion County Children Services Board.

DUTIES:

Foster & Adoption Recruitment and Retention:

* Serves as primary point of contact for foster/adopt inquiries. Completes follow-up recruitment efforts as determined by immediate supervisor.

* Completes annual recruitment plan, including budget, in consultation with the immediate supervisor.

* Serves as liaison with community organizations and individuals for placement unit events and campaigns.

* Implements recruitment campaigns for foster/adopt parents.

* Promotes Preservice and foster/adoption training in consultation with the immediate supervisor.

* Develops and implements special events and recognition programs associated with the placement unit and/or kinship, foster and adoptive families (i.e., Santa Wish, Royal Kids Camp, holiday party, etc.)

* Develops and implement child specific recruitment plans for adoption (i.e., listing on websites, creating fliers, etc.)

* Develops and submits Recruitment Plan as required by ODJFS.
Community Engagement:

* Plans, develops, and markets a comprehensive internal and external communication system which updates employees and the public on the agency's goals, objectives, and activities with direction and consultation provided by the Director and immediate supervisor.

* Serves as primary member of the Crisis Communications Team. Acts as the initial contact for all external media contacts and inquiries. Assists in drafting appropriate responses as deemed applicable by the Director.

* Acts as the agency spokesperson, when approved by the Director.

* Assess community engagement efforts to determine engagement needs and/or target populations.

* Develops and presents educational information to community stakeholders with direction and consultation by the Director and/or immediate supervisor.

Assists with the review and revision of the agency’s Crisis Communications and Media Guidelines and Social Media policy in consultation with the Business Manager and Director. Ensure compliancy and keeps abreast of current law / best practice standards.

* Helps to prepare participants for public speaking engagements via Talking Points, presentations, information needs, etc., at the request of the Director or immediate supervisor.

* Coordinates the agency’s volunteer service hours. Ensures available number of hours for staff and maintains up-to-date records of completion for each staff member.

* Publicizes Children Services activities through media and social media platforms.

* Develops, produces, and/or edits all agency publications, and audio and visual productions for employees and the community including annual reports, newsletters, brochures, manuals, training materials, video and audio materials, etc. and assists agency staff as needed to produce communications/training materials.

* Coordinates and implements month-long events and public relations associated with Child Abuse Awareness Month in April, National Foster Care Month in May and Adoption Awareness Month in November.

* Grant writing for programs related to child abuse awareness, foster / adoption, or prevention services.

* Helps coordinate and implement agency involvement in community events to educate on agency services and to recruit foster and adoptive parents.

* Monitors and maintains social media platforms in accordance with agency mission.

* Coordinates and conducts “Child Abuse/Neglect Identification” training for child care staff and other community members.

Miscellaneous Duties:
* Attends bi-weekly meetings to discuss current activities of the coordinator and plan future activities with immediate supervisor.

* Attends staff meetings, unit meetings, unit briefings, regular supervisory conferences, agency committees and staff training. Attends meetings and serves on temporary committees as requested

* Annually provides four hours of service to agency sponsored/supported events. Plans & coordinates service delivery which reflect the standards of best practice, culturally competent, to promote advocacy and community needs.

* Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

* Performs any other activities deemed necessary and/or appropriate by immediate supervisor or Director.

* Performs additional duties and assignments, as required.

QUALIFICATIONS:

Bachelor’s Degree in Social Work, or related field. 3-5 years experience or an equivalent combination of education, training, and pertinent experience.

Valid Ohio driver's license, state minimum vehicle insurance and acceptable driving record. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

* Demonstrates an ability to work within various computer software programs, such as Microsoft Windows, Access, Excel, PowerPoint, Printshop, FaceBook, Instagram, Twitter, Linkedin, Pinterest, and state-wide tracking information systems.

* Ability to operate and instruct others in the operation of video/audio/desktop publishing, hardware and software, artistic ability to produce printed materials needed; ability to model effective interactions and communication skills in cross-cultural situations required.

WORKING CONDITIONS:

Position requires frequent travel within the agency. Ability to occasionally lift and/or transfer up to forty (40) pounds. May be required to work a flexible schedule, including evenings and weekends. May be exposed to dangerous or threatening working conditions requiring the ability to respond appropriately.

* Denotes an essential function of the job