



## **Resource Development Professional**

Christian City Inc.

Crossroads Foster Care and Adoption Program

### **Position Description:**

The Resource Development Professional will be responsible for recruiting and retaining foster and adoptive caregivers and maintaining relationships with community partners. This position will report to the Program Executive for the Crossroads Foster Care and Adoption Program.

### **General Responsibilities**

- Use effective and innovative techniques to recruit prospective foster/adoptive families
- Serve as point of contact with all prospective foster/adoptive parent inquiries alongside casework supervisor, and conduct regular informational meetings at Christian City or other sites within a 50-mile radius of Christian City
- In collaboration with the marketing team, utilize a multi-systemic approach to recruit new families, volunteers and community partners
- Monitor and create content for all Crossroads social media platforms, and communicate content to other Christian City departments
- Create content for Crossroads monthly newsletter and other e-blasts
- Attend recruitment/retention effort meetings with other foster care agencies and DFCS regions
- Support Crossroads in retention efforts for current foster/adoptive parents, including regularly completing retention surveys
- Facilitate regular meetings with DFCS counties to inform of services and open homes available
- Meet with community organizations to discuss potential partnership and collaboration
- Maintain Recruitment and Retention Plan and edit as necessary
- Provide training to foster/adoptive parents as needed
- Participate in community events on behalf of Crossroads
- Continually evaluate and track the successes of recruitment and retention efforts and make modifications as necessary
- All other duties as assigned by supervisor

## **Minimum Qualifications**

- Bachelor's Degree in communications, public relations, marketing, social work, psychology or other related field, Master's preferred
- Excellent written and verbal communication skills
- Experience in foster care/adoption preferred
- Ability to handle multiple tasks simultaneously with strong attention to detail
- Problem solving ability and time management skills
- Proficiency in technology (MS Office and extendedReach)
- Possess a valid Georgia Driver's License
- Acceptable criminal records checks, child abuse records, motor vehicle report and drug screening

## **Effect on end results**

1. The Crossroads Program is able to recruit and retain quality families for the children/youth that come into our care
2. The children, youth and families we serve feel supported and receive high quality, caring, and loving service
3. The Crossroads Program is well known among the community and DFCS
4. Children in our care will receive permanency through reunification or adoption

## **Physical Demands:**

Regularly required to talk and hear; stand, walk, sit, use hand to finger, handle or feel objects, tools or controls and reach with hands and arms. Employee must be able to frequently lift or move up to 10 lbs.

Please send resume **and** cover letter to [tharp@christiancity.org](mailto:tharp@christiancity.org)