

**JOB DESCRIPTION**

**Job Title: *Foster Bridge Coordinator (9888)***

**Job Summary:**

The Foster Bridge Coordinator is the point of contact for all the various stakeholders who are involved in the care of children in foster care. They will be responsible for monitoring access of care for children/youth in foster care. This position collaborates with management and teams across the program to ensure members who are in foster care are receiving timely access and appropriate care.

**Essential Functions:**

- Coordinate with stake holders to address any issues, including health, access to care or other concerns, related to children/youth in foster care.
- Orients outside agencies to the procedures and requirements of the program.
- Collaborates with stakeholders to ensure the appropriate provision of clinical care and timely access to mandated and appropriate services.
- Represents the program in meetings, external presentations, and provider forums.
- Ensures guidelines are met as mandated by State regulations.
- Attends local, regional, state meetings, and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- Assists resource families with the childcare process, helps families to immediately access childcare, and transition families to long-term childcare settings through the state-subsidized system.
- Assists the Program Manager with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- Develops and maintains liaison relationships with other agencies, schools, or professionals as necessary and appropriate for each member/legal guardian.
- Collect, monitor, and enter data into various database systems.
- Supports the quality improvement of providers who serve children enrolled in the Emergency Foster Bridge Program.
- Gathers documents for the purpose of enrollment and ensuring that an eligibility application is complete.
- Gathers timesheets and calculates them for the purpose of ensuring all children timesheets submitted for payment are coded properly.
- Maintains accurate records and reports for the purpose of ensuring that programs meet the requirements.
- Monitors children files for purpose of determining all child case files are complete and all backup documents are completed accurately.
- Trains and supports program participants for the purpose of helping participants deal with trauma of children in foster care.
- Reviews and updates program materials for the purpose of providing participants with the necessary information and/or resources when using the information provided at the training.
- Supports program staff and participant involvement for the purpose of maintaining effective program management.
- Adheres to safe, clean practices for the purpose of performing the duties of the position.
- Other duties as assigned for the purpose of meeting the mission and goals of the program.

**Knowledge and Abilities Required:**

**Knowledge of:**

- Public speaking, organization, and facilitation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Data entry and data verification.
- Computers, preferably Microsoft Office, Access and Internet.
- Use a variety of office machines.
- Program organization, operations, policies and objectives.

**Ability to:**

- Prepare complex reports from a variety of information sources.
- Maintain confidentiality.
- Organize and prioritize workload.
- Understand and assess the needs of program staff.
- Work successfully and collaboratively with staff and outside organizations.
- Work with diverse populations.
- Travel throughout Tulare County, as required.
- Travel in-state and out-of-state, as required.
- Work a flexible schedule including evenings and weekends as needed.
- Speak, read, and write in English and Spanish is required.

**Education and Experience:**

- Associate degree in Social Work/Human Services OR 40 college units AND three years of experience.

**Certificates, Licenses, Clearances, testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

**FLSA Status: Non-Exempt**

**May 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.