STARRY, INC.
Position Description
FAMILY ENGAGEMENT SPECIALIST (STARRY)

POSITION ASSIGNMENT
Position Title: Family Engagement Specialist
Company: STARRY
Status: Non-Exempt, Part-Time (10-15 hours per week)
Reports to: Family Engagement Specialist Supervisor

STARRY Vision: STARRY nurtures children, strengthens families, and restores hope through counseling, foster care, and adoption.

Three Key Results for CAHM:
1. Best in class client outcomes
2. Securing our shared future
3. Be the employer of choice

POSITION SUMMARY
The Family Engagement Specialist delivers trauma-informed TBRI® coaching, education, and therapeutic transportation and visitation services that equip families with skills to increase bonding, attachment, and safety for foster children. This part-time position reports to the STARRY Foster Care Director, and interacts with STARRY foster parents, children, biological parents and STARRY and DFPS case workers. Additionally, this position must understand and support the mission of STARRY/Children at Heart Ministries.

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES
Provide leadership for the following:

- Provide ongoing support to Foster Families as needed, via phone, email and in-home visits with a minimum of 5 hours direct contact with families (50% face-to-face or phone services); direct contact up to 80% is preferred
- Provide therapeutic transportation services (in personal vehicle) to foster children for ongoing biological family visits, meeting DFPS criteria (car seats, supplies, and travel reimbursement provided)
- Provide supervision during Biological Family visits, meeting DFPS criteria
- Provide parent coaching to biological families that meet DFPS criteria, and connect biological families with additional community resources
- Attend in-home visits and court hearings to provide additional insight for the court
- Support the Foster Care team in other support services, including but not limited to, training for STARRY Foster parents, communication of services to community through speaking, blogging or other marketing activities, and provide consultation to STARRY Case Managers as needed
- Other duties as assigned by Supervisor or STARRY Foster Care Director
BEHAVIOR BASED COMPETENCIES

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:
  - Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and live STARRY’s Mission, Vision, and Core Values.
  - Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.
  - Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall operations and the position itself.
  - Provides leadership and works in partnership with other team members and key staff.
  - Demonstrates effective collaboration across the family of ministries. Utilizes at all times teamwork and coalition building. Works cooperatively with all personnel and those of related corporations, Trustees, donors, contracting agencies, all stakeholders, and the general public.

- Able to satisfy minimum DFPS licensing standards for position and client activity
- Must possess good written, verbal, social media, and electronic communication skills
- Must possess healthy coping skills to reduce secondary trauma
- Able to organize, file, and retrieve information
- Able to operate office machines (e.g. copy, telephone, transcriber, fax)
- Must be computer literate with ability to use database programs
- Must be self-motivated with good organizational and time management skills
- Must have friendly demeanor and capable of greeting or speaking with the public
- Must be able to work evenings and weekends, as needed
- Must be able to provide transportation for clients
- Must be self-motivated with good organization and time management skills
- Must be a positive Christian role model with a commitment to serving others
- Commitment to Trauma-Informed Care
- Must possess good written, verbal, social media, and electronic communication skills
- Strong attention to detail
- Strong commitment to the mission and vision of STARRY
  - Nurturing Children, Strengthening Families, Restoring Hope
  - Ensuring that every child across Texas has a healthy, forever family

KEY REQUIREMENTS

QUALIFICATIONS

- Education: Bachelor’s Degree in Social Work, Education, Psychology, or similar field (with strong preference for applicants with experience utilizing Trust-Based Relational intervention®) and two years of experience working with children and families
- Experience with utilizing evidenced-based practices with youth, specifically TBRI®
- Excellent communication skills, both verbal and written
- Demonstrated knowledge of child development
- Excellent interpersonal skills emphasizing a family-centered and collaborative relational style
- Attention to detail is essential as well as ability to multi-task and effectively prioritize work
- Demonstrated commitment to high professional ethical standards and diverse workplace
- Excels at operating in a fast-paced, team-oriented work environment
- Other: Reliable transportation. Computer usage, Strong Organizational Skills. Approved criminal background report. Able to satisfy all applicable requirements, DFPS standard requirements and have good problem solving and decision making skills

**PHYSICAL REQUIREMENTS**
- Ability to travel regularly
- Normal office work
- Ability to lift 50 pounds

**ACCOUNTABILITIES**
- Supervision and Annual Performance Review By: Family Engagement Specialist Supervisor
- Works Cooperatively with: (1) Family Engagement Staff; (2) Foster Care Staff; (3) DFPS Staff (4) Foster Parents (5) Biological Parents

*I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Family Engagement Specialist for STARRY and can perform the essential functions required. I have received a copy for my records.*

Received by: ___________________________ ___________________________
Signature Date

___________________________
Print Name