CLASS TITLE: FOSTER CARE PROJECT SPECIALIST

BASIC FUNCTION:

Under general direction, plan, coordinate, promote, monitor, and evaluate foster care projects and programs.

REPRESENTATIVE DUTIES:

Develop project and program plans in coordination with assigned supervisor and state program offices. E

Direct and coordinate project and program activities in accordance with established plans; identify and solve problems; adapt plans to changing conditions as necessary. E

Develop and monitor project and program budgets and prepare expenditures for approval; prepare and submit associated fiscal reports. E

Establish project and program standards and evaluation processes; evaluate the implementation, operation, and outcomes of projects and programs. E

Coordinate daily work assignments of trainers; recruit and coordinate the assignments of project personnel; research and develop training materials for project personnel. E

Coordinate project and program activities with college committees, community organizations, public and private institutions, agencies, county staff, foster students, foster parents, and the foster parent association. E

Schedule and coordinate Advisory Board meetings, serve on college and District committees as assigned, and attend related regional and statewide meetings and trainings. E

Collect and analyze project and program data and prepare associated reports for state and federal funding agencies, local collaborative agencies, and college and District constituency groups. E

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and best practices of managing foster care projects and programs
Role of foster parents, kinship providers, and adoptive families on the child welfare team
Special needs of foster youth and foster students
“High risk” youth and child development
Community and campus resources available to the client population
Principles of budget development and management

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FOSTER CARE PROJECT SPECIALIST (continued)

Principles and methods of gathering, analyzing, and preparing program data
Principles of report preparation
Fundamentals of English grammar, spelling, and composition
Customer service and public relations methods and techniques

ABILITY TO:

Plan, organize, coordinate, and evaluate foster care projects and program activities
Coordinate multiple project activities simultaneously
Research and develop instructional and training materials related to program objectives
Interpret regulations and policies related to program matters
Operate a computer and applicable software to carry out assigned responsibilities
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Exhibit sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic background of foster youth and community college foster students
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Prepare reports by collecting, compiling, and analyzing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

**Education:** A bachelor's degree in any human service-related field

**Experience:** Three years of experience working with foster youth or child welfare systems, including one year of experience administering programs and monitoring program budgets.

WORKING CONDITIONS:

**ENVIRONMENT:**

Office and community setting

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate office equipment
Hearing and speaking to communicate and provide information to others
Sitting for extended periods of time
Periodic standing