**Live the Victory, Inc.**

**415 Mason Court #1**

**Fort Collins, CO 80524**

**Federal ID # 20-2894339**

## EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

**POSITION:** Foster Care Trainer - Larimer County

**STATUS:** Hourly, Non-Exempt

**SALARY**: $20.00/hour

**JOB DESCRIPTION:** Coordinate and plan in-person and online foster/kin parent trainings for Larimer County. Facilitate trainings on a weekly basis using National Training & Development Curriculum (NTDC). This position requires the ability to work evening hours and weekends.

**SUPERVISED BY:** Program Director

 **QUALIFICATIONS:**

* Bachelor’s Degree in Social Work or related field from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
* Must have proven skills and characteristics including interdisciplinary collaboration, initiative/self-starter, organization, time management, communication and facilitating skills.
* Must be familiar with helping youth and families in the Child Welfare/Foster Care System.
* Must have ability to plan and facilitate trainings for up to 40 adults each month.
* Knowledge of community resources is required.
* Ability to support and implement The Matthews House rules and procedures.
* Must be an effective communicator.
* Must have flexibility within schedule to work evenings and weekends.
* Must be able to drive and have a clean driving record.
* Must pass a FBI fingerprint screening.
* Skilled in using Zoom, word processing, database and Google applications.
* If applicant has previously been a foster parent, must be 1+ years removed from taking active foster placements.

**RESPONSIBILITIES:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

* Work with Larimer County Department of Human Services (DHS) to provide initial and ongoing trainings for Foster/Kinship parents
* Collaborate with Foster Care Recruiter to plan and schedule trainings
* Input and track individual’s success through training within Binti portal and NTDC Portal
* Facilitate monthly booster trainings for foster parents and coordinate guest speakers
* Attend community and state meetings related to foster care
* Assist Foster/Kin team at DHS with certification process of new foster/kin homes
* Problem solve with foster/kin parents to ensure stability and success of each family
* Design, plan, implement and/or coordinate details of training including: location (in-person &/or virtual), catering, child care, and co-facilitators
* Have a knowledge of community resources in order to facilitate referrals to other agencies and connect foster homes to appropriate resources.
* Maintain a high level of knowledge of trauma informed care and other best practices
* Take all necessary and reasonable precautions to protect families, equipment, materials, and facilities
* Able to facilitate effectively with interpretation/translation for non-English speakers
* Make sure all participants have access to training through providing necessary equipment, such as a computer or iPad
* Must be able to facilitate fun and engaging training materials and work to encourage participation
* Provide conflict resolution, redirection, and guidance to training participants when needed
* Assure all services provided are within the Matthews House guidelines and philosophies
* Model non-discriminatory practices in all activities
* Actively participate in weekly supervision with the Program Director individually
* Comply with and support suggestions and policies set by the Program Director
* Perform other duties as assigned

**SPECIAL REQUIREMENTS:**

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with Foster/Kinship parents. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.