



Family Bound has been awarded the Adoptive and Foster Parent Recruitment and Retention Services contract with Michigan’s Department of Health and Human Services for FY 2023-2026. Family Bound will serve Region 3, an area comprised of 18 counties: Allegan, Barry, Berrien, Calhoun, Cass, Ionia, Kalamazoo, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, St. Joseph, Oceana, Osceola, Ottawa and Van Buren Counties.

We are pleased to post job openings for a GROW Coordinator, GROW Trainers, Recruitment and Retention Coordinators and Foster Care Navigators. Please see the opportunity below.

Region 3 Resource Team FOSTER CARE NAVIGATOR

The Foster Care Navigator responds to inquiries from prospective foster parents and provides appropriate information about becoming a licensed foster parent. The FCN tracks progress made by the prospective foster parent through orientation and all phases of the licensing process, including through pre-licensing training and finalization of licensure. The FCN may provide guidance and mentoring as well as refer foster/adoptive/kinship parents to community resources.

Within 6 months of joining the Region 3 Resource Team, the FCN will complete GROW certification. The FCN must complete at least 20 continuing education hours per year in coursework relative to the proposal.

QUALIFICATIONS

The successful candidate will:

1. Be currently licensed for foster care or previously licensed and closed in good standing.
2. Demonstrate an ability to support and encourage families moving through the licensure process, knowledge of child welfare policy and procedures, and involvement in their local foster family community and groups.
3. Demonstrate excellent listening skills, written and verbal communication and presentation skills.
4. Demonstrate excellent organizational, analytical, and interpersonal skills.
5. Demonstrate knowledge and working experience with Microsoft Office or other administrative applications.
6. Be able to work a flexible schedule including evenings and weekends, with “regular” business hours set for the program.
7. Accomplish eligibility requirements including submitting to an Internet Criminal History Access Tool (ICHAT) and Central Registry background checks.
8. Be willing to be cross trained for other R3RT positions.
9. Must be willing to work in assigned counties.
10. Must demonstrate compliance with MDHHS policy and contract requirements, including but not limited to, maintaining client confidentiality.

(con’t)



Pay rate will be commensurate with skill level and responsibilities.

Candidates can upload their cover letter, resume and references in PDF format to <https://familybound.org/contact/> or email to: info@familybound.org with subject line: R3RT. Priority will be given to candidates interested in geographical/territory responsibilities across Region 3.