



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

RECRUITMENT & RETENTION COORDINATOR

The Recruitment and Retention Coordinator uses targeted (75%) and general (25%) recruitment techniques to recruit new foster and adoptive families in their assigned counties. He or she will work in coordination with the Foster Care Navigator to support new inquirers through the licensing process. Additionally, he or she will identify ways to support currently licensed foster parents to prevent licensure closings and replacement of children. Recruitment Coordinators will seek out foster/adoptive families that meet the diverse needs of children in Michigan's foster care system, representing race, ethnicity, (Native American children), sibling groups, older children (teens), children with disabilities and behavioral issues and other considerations specified in the AFPRR contract. Coordinators will collaborate with community partners including faith-based organizations, federally recognized tribes, LGBTQIA+ community, schools, hospitals, and other community-based stakeholders interested in supporting foster/adoptive family recruitment that reflects the diversity of their community. Within 6 months of joining the Region 3 Resource Team, the Recruitment & Retention Coordinator will complete GROW certification.

QUALIFICATIONS

The successful candidate will:

1. Have at least one year of experience in recruiting foster families, and/or adoptive families, and a demonstrated knowledge of the child welfare system in the State of Michigan.
2. Be able to engage with interested prospects individually, and in large and small groups.
3. Demonstrate excellent listening skills to gauge a person's level of interest in becoming licensed or in providing support to a foster family.
4. Demonstrate excellent written and verbal communication.
5. Demonstrate excellent organizational, analytical, and interpersonal skills.
6. Possess knowledge and working experience with Microsoft Office or other administrative applications; proficiency in utilizing technology to successfully carry out duties.
7. Be skilled in customer service and have experience in providing on-going data to various entities in a timely manner.
8. Accomplish eligibility requirements including submitting to an Internet Criminal History Access Tool (ICHAT) and Central Registry background checks. *(con't)*



9. Must demonstrate compliance with MDHHS policy and contract requirements, including but not limited to, maintaining client confidentiality.

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.