

CT Alliance of Foster and Adoptive Families, Inc.

TITLE: Liaison Support Program Assistant

SUPERVISION: Directly report to CAFAF Program Director
Indirectly report to DCF Program Supervisor or designee

Position Description: This position is housed in the assigned Department of Children and Families (DCF) area office(s). The employee must have the ability to work independently, problem-solve, and communicate effectively with foster, adoptive and relative caregivers of children placed by the State of Connecticut.

Job Qualifications:

- ◆ Exceptional interpersonal and oral/written communication skills.
- ◆ Ability to work effectively with planning teams, i.e., DCF social workers, educators, foster/adoptive parents, providers of care, etc.
- ◆ Positive negotiation and organizational skills.
- ◆ Active listening skills.
- ◆ Knowledge of Child Welfare, foster and relative caregivers systems.
- ◆ Reliable transportation/valid driver's license.
- ◆ Ability to work flexible schedule. (Some nights and weekends will be necessary)
- ◆ Positive Child Protective Services check.
- ◆ Criminal History Check.
- ◆ Must have a working knowledge of Computers.

Position Responsibilities:

- ◆ Serves as liaison between DCF workers and caregivers to enhance personal interactions, promote open communication and trust among all involved parties.
- ◆ Second line of response to all adoptive, foster and relative caregiver inquiries.
- ◆ Advocates, negotiates and supports adoptive, foster and relative caregivers for necessary services and/or support systems to enable them to meet the needs of the child/children and their families.
- ◆ Assists in recruitment initiatives, when necessary.
- ◆ Assists in developing and maintaining area support groups.
- ◆ Assists in retention initiatives, when necessary.
- ◆ Preparation of reports/data collection.
- ◆ Works collaboratively with area providers and organizations.
- ◆ Performs miscellaneous duties as assigned by Program Director, Executive Director and/or assigned area coordinator.