

## Lutheran Services Carolinas Job Description

**Job Title:** Family Recruiter (regional)

**Supervisor (title):** Executive Director

**Department:** Foster Care

**Approved by:** Syhesia Sharpe



**Date:** 5-2-2019

**Position Purpose/Summary** *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):*

The Family Recruiter will be responsible for recruitment throughout the state of North Carolina. The Family Recruiter will recruit, screen and enroll foster and treatment families/individuals in a specified region. He/She will be responsible for recruiting for various programs and levels of foster which include: Family, Therapeutic, LGBTQ, Victims of Trafficking, Dually Diagnosed and Intensive Alternative Family. He/she will conduct most of his/her work independently. **Travel within the state of North Carolina is a requirement.**

**Essential Functions** *(List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Recruit individuals and families for various programs in foster care (Therapeutic, Family, LGBTQ, Victims of Trafficking, Dually Diagnosed and Intensive Alternative Family).
2. Promote foster and treatment parenting to individuals and groups in targeted regions.
3. Educate potential foster/treatment parents or individuals on various levels of care and multiple programs.
4. Screen potential foster/treatment families or individuals for LSC appropriateness.
5. Partner with team members to enroll screened potential foster/treatment parents or individuals.
6. Utilize marketing and sales approach established by LSC.
7. Document all contacts and maintain organized contact list.

8. Maintain excellent customer relations with all contacts.
9. Other duties as assigned by supervisor.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*): N/A

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Minimum Associate's degree. Bachelor's or Master's degree preferred in communications/ marketing/ human services fields.

Experience: Two years experience in marketing/ sales/ public relations/ communications. Knowledge of foster care a plus.

Specific skills/abilities: Minimum 21 years of age and have valid NC or SC driver's license, valid registration and insurance coverage. Must be able travel within the state of North Carolina. **Overnight hotel stay may be required.** Must have excellent communication skills –written and verbal (one-on-one, groups and public speaking). Possess strong promotional and advertising skills. Be highly organized, goal/productivity driven and self-motivated. Well-versed in various levels and requirements of foster care, or ability to learn them in detail.

Specialized knowledge, licenses, etc: Marketing, advertising, public relations, communication, foster care.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

**Working Conditions/Physical Requirements:** (*Please list work conditions for physical or other important issues which relate to the job; the conditions listed should be representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. Sitting at desk in front of computer for extended periods of time.
2. Ambulatory in all locations, ability to navigate steps.

3. Ability to bend, stoop, and reach overhead.
4. Travel within North Carolina.
5. Must be flexible and be able to work irregular hours.
6. Ability to bend, stoop (to floor), reach overhead.
7. Minimum lift and carry requirement in a task of 25 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***