



Foster Adopt Minnesota
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FosterAdoptMN.org

Information & Referral Specialist - Foster Adopt Minnesota

FOSTER ADOPT MINNESOTA (FAM) was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Today, our mission is to find and strengthen Minnesota adoptive, foster care, and kinship families.

We do this by:

- Raising AWARENESS about the need for families for Minnesota children.
- Providing INFORMATION AND REFERRAL to those interested in becoming adoptive, foster care, and kinship care families.
- Offering EDUCATION relevant to adoptive, foster, and kinship families and the professionals that work with them.
- Providing individualized SUPPORT, GUIDANCE and RESOURCES to foster, adoptive, and kinship families.

To learn more about our programming visit our website at <https://www.fosteradoptmn.org/>.

FAM's Zero Kids Waiting Program is hiring an Information & Referral Specialist. This position is full-time, 40 hours per week, with some weekend and evening work required. We are currently seeking candidates in the Twin Cities metro area; however, candidates from Greater Minnesota that have the ability to travel to our St. Paul office on a regular basis will be considered and are encouraged to apply. The Information & Referral Specialist fulfills a vital role in the Zero Kids Waiting Program at FAM, serving as the first point of contact for a large variety of adoption, foster care and kinship related inquiries. This position uses interpersonal and problem-solving skills to help members of the adoption, foster care and kinship community with various needs, making referrals and connecting people to resources to assist with their individual needs.

Responsibilities include:

- Provide expeditious and knowledgeable response to phone and email inquiries about adoption and foster care from the general public and the professional community. This includes making referrals to adoption, foster care, and kinship related resources, as appropriate.
- Participate in community and outreach events, and other required FAM events to raise awareness about FAM services and the need for adoptive, foster and kinship families.
- Promote program awareness by communication via email and phone with adoptive, foster, and kinship families.
- Work collaboratively with the Zero Kids Waiting team to develop and implement new processes that further increase opportunities to connect waiting children and families.
- Connect family and child workers when licensed families inquire about a child/ren.
- Track home studies received and forward them on to the specific child's county worker.





- Maintain agency participation within the AdoptUSKids program and respond to inquiries from the AdoptUSKids national site.
- Respond to licensing/home study inquiries that come in through the Resource Hub.
- Send regular follow-ups and surveys to families.
- Assist with Foster Adopt Shop related tasks.
- Track all inquiries and actions/referrals given for reporting purposes. Assist with quarterly report content.

The following factors will be considered in evaluating candidates. Please ensure these are clearly outlined in your resume:

- Commitment to FAM's mission and values.
- Bachelor's degree in social work, psychology, or related field, or a combination of personal and professional experience that would lend itself to the candidate's success and the enrichment of support provided through this role.
- Knowledge of the Minnesota child welfare system and the foster care licensing process.
- Strong interpersonal skills and experience interacting with a broad range of individuals.
- Attention to detail and very strong organizational skills.
- Ability to work independently and complete tasks within required timelines.
- Strong problem-solving skills.
- Proficient and comfortable with technology and current software applications.

Diversity & Inclusion

The youth, families, and professionals served through FAM represent many diverse identities, abilities, lived experiences, beliefs, and perspectives. As an equal opportunity employer, it is vital that our staff reflect and embrace the diversity of the communities we serve. FAM is committed to and continuously building on our ability to provide an inclusive work culture. We encourage and welcome applicants who are diverse in age, sex, race, ethnicity, national origin, abilities, sexual orientation, gender identity and expression, financial means, educational experiences, veteran status, political perspectives, and religious or spiritual beliefs.

FAM offers competitive salaries, a flexible, family-friendly work culture, and prioritizes mental wellness and self-care. The high quality, compassionate, knowledgeable, and timely support we provide to the adoptive, foster care, and kinship communities would not be possible without our staff – and we are deeply committed to supporting the needs of our staff so they can provide the best support to the families, children, and professionals we serve.

This is a full-time, 40-hour per week position with benefits. The compensation offered for this position is \$50,000-\$55,000 and will be dependent upon qualifications. If a 0.8 FTE candidate is hired for this position, the compensation will be adjusted accordingly. FAM has a salary structure that takes into consideration position responsibilities and candidate qualifications, with the goal of compensating all our employees equitably in a way that can be supported by our budget. For this reason, we do not negotiate starting salary.

Interested candidates can apply on our website: <https://www.fosteradoptmn.org/about/employment/>



The position will remain open until Friday, January 3rd, or until filled. To facilitate an equitable resume review process, please ensure your resume clearly lists and describes your work experience, including dates and length of employment.