



Foster Adopt Minnesota  
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[FosterAdoptMN.org](http://FosterAdoptMN.org)

## Foster Adopt Minnesota Job Posting:

### HELP Program Specialist

FOSTER ADOPT MINNESOTA (FAM) was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Over 45 years of programming, FOSTER ADOPT MINNESOTA's mission has expanded to include information, education, and support to the Minnesota adoption, foster, and kinship communities.

FOSTER ADOPT MINNESOTA has a variety of programs that support the foster, adoptive and kinship communities, as well as the professionals that support them. To learn more about our programming visit our web site at [www.fosteradoptmn.org](http://www.fosteradoptmn.org).

**FAM's Permanency Services HELP Program is hiring a HELP Specialist position.** This is a 1.0 FTE (40 hour per week) exempt position, with work typically taking place during regular business hours Monday through Friday. Twin Cities Metro and Greater MN candidates are encouraged to apply. Most FAM staff work remotely with the option of working in our St. Paul office, if desired. All staff need the ability to participate in 2-4 weekend events throughout the year and to travel to FAM'S St. Paul office several times per year, including occasional overnight stays for those outside the Twin Cities metro areas.

HELP Program warmline and support services are free and available to any Minnesota adoptive, kinship, or foster family; adopted persons; birth/first family members and community professionals. HELP Specialists apply their expertise to support these communities, improving access to specialized therapeutic supports, needed community resources for youth and family healing, success and overall wellbeing.

#### Primary Job Responsibilities:

- Deliver services by phone and email.
- Assess the individual needs of all who contact the program.
- Provide accessible, tailored follow-up that may include psychoeducation, connection to appropriate community resources, free educational offerings, and adoption, trauma, and attachment-competent therapeutic services.
- Assist individuals and families with HELP Program grant funding as applicable. This may include connection to and coverage of short-term therapeutic consultation with HELP vetted therapists and/or assistance with out-of-pocket costs for ongoing therapeutic services with HELP therapists. HELP Specialists may also assist families with funding for FAM educational offerings and other supports within grant parameters.





- Collaborate on behalf of clients with outside entities such as mental health professionals, staff at community organizations, and state and county systems to coordinate resource connections and services.
- Document community and client service delivery in the Permanency Services database.
- Actively engage in program and organizational development
- Deliver occasional professional presentations on FAM Permanency Services and table at conferences and events.
- Participate as needed in agency outreach efforts.
- Collaborate internally with HELP Program Manager, Permanency Services team, and other FAM programs.
- Maintain training for organizational, contract, and any applicable licensure requirements.

### **Desired Characteristics and Experience**

- Master's degree in Social Work with licensure (LGSW, LISW, LICSW) preferred. Bachelor's in Social Work with LSW licensure and extensive work experience working with adoptive, foster, and kinship families may also be considered. Master's level background in counseling or psychology are also open to apply. While clinical experience is beneficial, this job is not clinical in nature.
- Minimum of two years of direct experience working with adoptive, foster and/or kinship families and children/youth in some capacity.
- Foundational understanding of a blend of the following: Minnesota's child welfare system, adoption, out-of-home placement, core permanency considerations across family systems and developmental stages, mental health services, and related human service programming.
- Strong listening, verbal, and written communication skills with team members, families, professionals, and community members.
- Team oriented – offering and utilizing support, consultation, and resource exploration to promote the growth of the broader needs of the team and program.
- Comfortable, self-motivated, collaborative, and responsive in a remote work environment with clients and team.
- Highly organized and adaptable to the fluctuating pace of incoming contacts and needs over the warmline and program.
- Familiarity with Microsoft Outlook and Teams, Microsoft Suite, and database entry.
- Commitment to FAM's mission and values.
- For both Twin Cities Metro and Greater MN candidates - ability to participate in 2-4 weekend events throughout the year and to travel to FAM's St. Paul office several times per year, including occasional overnight stays for those outside the Twin Cities metro areas.

### **Embracing Lived Experience**

The youth, families and professionals served through FAM represent a vast array of identities, abilities, lived experiences, beliefs, and perspectives. As an equal opportunity employer, it is vital that our staff reflect and embrace the lived experiences of the communities we serve. FAM is committed to and continuously building on our ability to provide a supportive work culture. We encourage and welcome applicants who vary 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.



### **Supporting Work-Life Balance**

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, 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.

### **Compensation**

This is a 1.0 FTE, 40 hour per week, exempt position with benefits. The compensation offered for this position is \$60,000-\$65,000 and will be dependent upon qualifications. Foster Adopt Minnesota 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 April 29, or until it is 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.