



POSITION QUALIFICATIONS AND DUTIES

TEAM LEADER

Responsibilities are:

- Chairing monthly team meetings
- Preparing an agenda prior to the meeting and distributing copies at the meeting
- Assuring accurate team meeting minutes are taken and sending a copy of the minutes and an agenda to the coordinator and R&C supervisor
- Lead the team in developing the Quarterly Planning Sheet and sending a copy to the coordinator
- Ensure that team members stay up to date with their paperwork
- Support other foster parents and Network members during times of crisis
- Keep current certification in Peer Support/Psychological First Aid
- Ensuring team plans and provides at least 12 hours of training
- Stay current with DCBS policy and practice
- Participate in team leader meetings
- Ensuring open communication with and between team members
- Help recruit, interview and orient new team members
- Develop good working relationships among members of the team, DCBS staff, resource parents and community partners
- Lead in making sure all parents in the region know about the Network and its services
- Maintain confidentiality of support contacts
- Work approximately 50 hours per month
- Team leaders are paid a \$500 monthly stipend

Qualifications are:

- Meet the same requirements as a team member (see below)
- Have one year of experience as a Network member to apply for the leader position on an established team
- Demonstrate leadership skill

TEAM MEMBER

Responsibilities are:

- Supporting other resource parents during times of crisis
- Attend and actively participate in team meetings
- Attend training as required
- Work well within a team environment
- Join in developing the team Quarterly Plan
- Communicate frequently with the team leader, team members and the coordinator
- Work 20-25 hours per month
- Stay up-to-date on all paperwork
- Keep current certification in Individual Peer Support/Psychological First Aid
- Stay current with DCBS policy information
- Maintain confidentiality at all time
- Team members are paid a monthly stipend of \$250

Qualifications are:

- Be an experienced resource parent
- Be a current foster/adoptive parent in good standing with the DCBS
- Not be the current president of the Kentucky Foster/Adoptive Care Association
- Not be a DCBS Protection & Permanency employee
- Apply online at <http://jobs.eku.edu>

COMMUNITY RESOURCE SPECIALIST

Responsibilities are:

- Being available to Network members in the event of a crisis
- Maintaining confidentiality
- Providing referral information for their region
- Attend and participate in monthly meetings
- Connecting the team with community resources
- Attend training as needed
- Work 25-50 hours per month
- CRS' are paid a monthly stipend of \$250 (per team)

Qualifications are:

- Have a professional background in mental health, law enforcement or a related area with knowledge of community resources and skills to enhance team success
- Not be the current President of the KFACA
- Not be a DCBS P&P employee
- Apply online at <http://jobs.eku.edu>

ALTERNATES

Responsibilities are:

- See team member responsibilities
- Alternates are volunteer positions and are not required to work a specified number of hours per month

Qualifications are:

- Maintain confidentiality
- Apply online at <http://jobs.eku.edu>
- Not be the current President of the KFACA
- Not be a DCBS P&P employee

To apply for any of the listed vacancies please visit <http://jobs.eku.edu>.

If you have any questions about the application and/or interview process please contact Network coordinators Crystal Palmisano or Keara Wallace at 1-877-994-9970 or crystal.palmisano@murraystate.edu or keara.wallace@murraystate.edu.