



NATIVE AMERICAN COMMUNITY SERVICES OF ERIE & NIAGARA COUNTIES, INC.
MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

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Syracuse Office: TBD

JOB POSTING

Equal Opportunity Employer

Position: Foster Care Director

Type: Salary / Exempt

Salary / Range: \$52,000 annual

Office: Erie & Niagara Counties (Buffalo, Niagara Falls, Lockport)

Summary

Incumbent is responsible for overseeing the coordination of the day-to-day operations of the Foster Care casework and homefinding programs and ensuring quality of service provision by the respective staff. Incumbent will be flexible to evening and weekend schedules. All efforts will be performed with understanding of and in accordance with Good Mind principles, while adhering to principles of Trauma Informed Care (TIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements, and achieves component goals and objectives for foster care services.
- Ensures compliance with all regulatory requirements under NYS OCFS.
- Continually keeps informed of foster care service developments and issues as well as changes to contractual obligations.
- Maintains accurate records of all fiscal transactions, including monitoring expenditures to ensure appropriate budget management.
- Oversees Group Presentation (MAPP) and Deciding Together classes for foster families.
- Prepares necessary documentation to present for audit requirements.
- Ensures all NACS' policy and procedures are adhered to by all staff during completion of job duties.
- Reviews and approves all data entered by Foster Care staff into the reporting software systems.
- Maintains necessary documentation and ensures the timely completion of all necessary recordkeeping.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Bachelor's degree in human service or related field of study, with experience in child welfare including supervision and program management required. Master's degree preferred.
- Knowledge of ICWA, ASFA, Federal and State regulations, as well as mandated reporting requirements.
- Effective program solving, organization, time management, and communication skills.
- Knowledge of local Native American communities
- Intermediate computer skills; ability to use Microsoft Office Suite.
- Must have clean and valid NYS driver's license and carry minimum auto liability coverage of \$100k/\$300k.

For consideration send resume to: humanresources@nacswny.org