



Intake Specialist

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Intake Specialist is responsible for processing referrals and placing the child/youth referred to Family Tapestry by the Texas Department of Family and Protective Services (TDFPS). The Intake Specialist promotes the well-being of child/youth, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to child/youth. Performs the following duties directly: Receives and reviews child/youth referral and intake information from TDFPS staff. Accepts and coordinates the most appropriate placement of child/youth in the Family Tapestry Network within timelines required. Handles crisis calls and emergencies that are called into the Family Tapestry intake line.

.Responsibilities Include:

- Receives and reviews client referrals and intake information from TDFPS and other agencies.
- Leveraging technology and following DFPS Performance Measures, coordinates and assists to locate and arrange for the least restrictive placement of child/youth based on child/youth needs within the Family Tapestry Provider Network.
- Ensures that child/youth assessment tools and other pertinent information are properly used to correctly evaluate each child/youth referred to Family Tapestry for placements or services.
- Facilitates placement changes when needed and it is in the best interest of the child/youth.
- Communicates child/youth's needs and concerns to appropriate liaison at Family Tapestry Provider Network and/or child/youth placing agency.
- Coordinates appropriate care for authorized requests as established by Family Tapestry intake process.
- Handles crisis calls and emergencies called into the Family Tapestry intake line through a rotating 24x7 on-call schedule.
- Builds and maintains strong, collaborative relationships with the provider network and children and youth.

Requirements:

- Bachelor's Degree from an accredited college or university in social work or related field; Master's degree is preferred.
- Previous work in the foster care system or understanding of the Texas DFPS system is preferred.
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Bilingual with English and Spanish is a plus

Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.familytapestry.org or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm