



familytapestry

Transportation & Placement 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 Transportation & Placement Specialist provides support for the transportation and intake department within the Family Tapestry network. This position provides transportation for children in foster care as well as conducts placement of children within the Provider Network. The position also supports various administrative functions. The job requires sensitivity to the service population's cultural and socioeconomic characteristics and ability to function without close supervision.

Responsibilities Include:

- Conducts physical placements of children for new or subsequent placements to include transportation of the child to the placement
- Completes all necessary placement paperwork with Network Providers and child/youth at time of placement
- Provides necessary copies of paperwork to Intake Specialists and/or Case Care Specialists as required following placement of a child.
- Ensures the timely pick up of children entering foster care by arriving to destination 5 to 10 minutes early to take to various appointments, visits, etc.
- Monitor child's behavior and activities while in transit; document when appropriate
- Adheres to Family Tapestry confidentiality guidelines

Requirements:

- Bachelor's degree from a human service or related field from an accredited college or university preferred.
- A minimum of two years of childcare and positive guidance experience of youth in a CPA, residential or professional setting.
- Bilingual with English and Spanish is a plus
- Must possess a valid Texas driver's license and be able to operate a multi-passenger vehicle. Must have a driving record, which is within the guidelines of the insurance underwriter.
- Will be required to complete CPR/First-Aid and Emergency Behavior Intervention training.

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