



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 coordinating and identifying the most appropriate placement for children/youth referred to Family Tapestry by the Texas Department of Family and Protective Services (TDFPS) and other agencies. Promotes the well-being and safety of child/youth within all activities within the intake process. 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 placement technology and following DFPS Performance Measures, coordinates and assists to locate and arrange for the most appropriate 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.
- Promotes safety and encourages the least-restrictive and shortest length of out-of-home placement for each child/youth.
- 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.
- Serves as a liaison for all Family Tapestry child/youth placed within the Family Tapestry Provider Network.
- Ensures all child/youth placements adhere to applicable Family Tapestry and COA policy and procedures.
- Coordinates appropriate care for authorized requests as established by Family Tapestry intake process.
- Completes and maintains accurate intake and placement documentation for each child/youth.
- Ensures DFPS contract deliverables are adhered to with emphasis on the placement activities.
- Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.
- Intake Specialist are required to participate in 24/7 "on-call" rotation.

Requirements:

- Requires Bachelor's Degree from an accredited college or university and a Master's degree in social work or related field is preferred.
- Previous work with child/youth in TDFPS care is preferred
- Working knowledge or Minimum Standards for Child Placing Agencies is preferred
- Must successfully complete Trauma Informed Care Training Sessions 1-3 (9 hours) within 90 days of beginning job duties.
- Must maintain a Texas driver's license and provide proof of automotive liability insurance
- 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