



familytapestry

Policy 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 Family Tapestry Policy Specialist researches, composes, maintains, and clarifies operational policies and procedures for Family Tapestry employees. The Policy Specialist will be responsible for researching regulations, state, and federal laws, and DFPS policies and procedures to assess how they may impact Family Tapestry's operational policies and procedures. The Policy Specialist will work with the leadership team to assess the most appropriate way to disseminate new policies or procedures and will be relied upon as a Subject Matter Expert for overall operational policies and procedures.

RESPONSIBILITIES INCLUDE:

- Create policies and procedures that align with regulatory, state, and federal laws, as well as DFPS policies and procedures.
- Enter policies and procedures into a Knowledge platform and/or application in an accurate and business friendly manner so that it can be easily understood by all levels of staff within the Family Tapestry division.
- Collaborates with leadership in process, program and/or procedure development and revisions.
- Working with Family Tapestry staff, identify opportunities to improve upon content to ensure it is relevant for all operational areas of Family Tapestry.
- Conducts regular and periodic reviews of existing procedures and other documents in response to organizational, technical, or administrative changes, or at management direction.
- Assists in the development of communication plans for implementing new or revised policies, procedures, or practices in collaboration with leadership or policy owner.
- Collaborates with the training department and subject matter experts for the development and delivery of consistent and accurate training.
- Will support supervisors and training department by conducting coachings or trainings for staff on policies and procedures.

REQUIREMENTS

- Requires a minimum of a bachelor's degree from an accredited college or university
- Exceptional English composition, grammar and writing skills
- Previous work with child/youth and/or family or understanding of the Texas DFPS system is required
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Strong organizational skills, attention to detail and able to work independently
- 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