

Contra Costa County
Employment and Human Services Department

Request For Interest - RFI #367: Support to Foster Adoptive Parents Services

The Contra Costa County Employment and Human Services Department (EHSD) announces Request for Interest (RFI) #367 seeking an individual to provide countywide support to foster and/or adoptive parents and to the Department's Children and Family Services Bureau. This position has flexible staffing hours and may include some night meetings.

Funding

EHSD will award a standard contract to the selected individual. A contract up to a maximum funding of \$9,700 is available depending on experience/qualifications. Funding is for a one-year contract beginning December 1, 2008.

Responsibilities

Essential functions include:

- Attend and participate in EHSD Foster Parent/Adoptive Parent Orientations to assist in educating and training prospective foster/adoptive parents in the concurrent planning process; specifically the unique aspects and importance of cooperative, open forms of adoption in collaboration with EHSD.
- Follow up with personal contacts for prospective applicants to support them through the application process.
- Provide mentoring and support to prospective foster/adoptive parents indentified or referred by County staff.
- Assist and support prospective foster and adoptive parents in all relations and procedures with EHSD
- Limited hours upon request from EHSD Children and Family Services Bureau

Qualifications

- Experience as a foster or adoptive parent
- Familiar with Community Care Licensing and Adoption Regulations
- Excellent written and verbal communication skills

Selection Criteria

- 75% Foster or adoptive parent experience
- 25% Verbal and written communication skills

Contra Costa County
Employment and Human Services Department

Document Submission Requirements

If interested, please submit a resume and cover letter to RFI #367 to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #367**
40 Douglas Dr
Martinez, CA 94553

Telephone: (925)313-1514

FAX: (925)313-1758

E-mail: contractbid@ehsd.cccounty.us

Website: www.ehsd.org/rfi

Responses must be received no later than 5:00pm Monday November 3, 2008. Postmarks will not be accepted.