

# BRADFORD COUNTY HUMAN SERVICES

\_\_\_ Child Care Information Services: 1-800-369-3599 -- fax: 570-265-1729

\_\_\_ X Children and Youth Services: 1-800-326-8432 -- fax: 570-265-7066

\_\_\_ Drug and Alcohol: 1-800-588-1828 -- fax: 570-265-8541

\_\_\_ Mental Health: 1-800-588-1828 -- fax: 570-265-8541

\_\_\_ Mental Retardation: 1-800-588-1828 -- fax: 570-265-8541

220 Main St., Unit 1, Towanda, PA 18848-1822

570-265-1760

## FOSTER PARENT – JOB DESCRIPTION

### **I. GOALS:**

A **Foster Parent** should be able to provide substitute, temporary care for the child. This involves providing an environment in which the child progresses mentally, physically, emotionally and socially. The Foster Parent should also keep in mind that the first goal for fostering, is to reunite the families whenever possible. In order to fulfill this goal, the foster Parent **MUST** work with the child and support a positive relationship with the biological parents, siblings, and other family members, peers and significant others.

### **II. RESPONSIBILITIES:**

#### **a. To the Child:**

##### **i. Provide Custodial Care**

1. Twenty-four (24) hours a day supervision. No child in foster care is to be left home alone without approved adult supervision.
2. Medical –
  - ~ Take child for initial physical within (60) days of placement.
  - ~ See the child receives necessary medical follow-up and preventative medical care.
  - ~ See the child has dental examinations every six (6) months.
  - ~ Notify agency when child is being see for emergency treatment.
3. Education –
  - ~ Enroll child in school.
  - ~ See the child attends school.
  - ~ Keep caseworker informed as to child's school progress.
4. Personal Hygiene –
  - ~ Help child to learn good hygiene habits.
  - ~ Model good hygiene habits. Children learn by example.
5. Community Resources –
  - ~ Church
  - ~ Scouting
  - ~ Lessons i.e. swim, music etc.
  - ~ Encourage peer relationships.

ii. **Adhere to Agency Policies and Regulations**

1. **Discipline Policy (per regulation 3700.63)**

- a. Passive physical restraint is the only allowable method of restraining a child. Passive physical restraint can only be used if a foster parent is trained and certified in this method. **(Bradford County Children & Youth does not offer a training or certification in this method. Therefore, NO physical restraint is permitted by foster parents licensed through this agency.)**
- b. All Abusive discipline practices are prohibited, including:
  - ~ Use of corporal punishment
  - ~ Punishment for bedwetting or actions related to toilet training
  - ~ Delegation of discipline to other children
  - ~ Denial of meals, clothing or shelter
  - ~ Denial of communication with or visits by children's family
  - ~ Assignment of physically strenuous exercise or work solely as punishment

**A violation of the discipline policy will result in the child's immediate removal from the home.**

2. **Smoking And Tobacco Use Policy (OCYF Bulletin 3130-10-05)**

Foster Children in Pennsylvania are NOT permitted to smoke. Foster parent may not give permission for a child to smoke under any circumstances. If a foster child is caught smoking, foster parents are responsible for reporting it to the caseworker.

Foster parent will NOT smoke in the home, car or any other building while the child is present. Foster parents will display a no smoking sign on the main floor of the home and will not allow any person to smoke in the home or any vehicle while the child is present.

**A violation of this policy will result in disciplinary actions including but not limited to written warning and possible removal any child placed in the home.**

3. **Car Seat and Seat Belt Policy (Child Passenger Protection Act 229)**

No child shall be transported without being properly secured in the age appropriate car seat/booster seat or seat belt restraint system as outlined in the Policy Regarding the use of Car Seats and Seat Belts.

**A violation of this policy will result in disciplinary actions including but not limited to written warning and possible removal any child placed in the home. If you are involved in a crash and a child is not properly restrained your foster care license could be revoked immediately and all children placed in your home will be removed.**

4. **Health Care Requirement Policy**

Foster parent shall ensure all foster children receive a physical within 60 days of a child entering care. Thereafter children shall be seen by a doctor according to the following time frames: Birth through 6 months – once every 6 weeks; 7 months to 23 months – once every 3 months; 23 months and older – once a year. Foster parents shall keep a log of said appointments on the Medical, Dental and Medication Log and provide it to caseworker upon request or when a child leaves the home. Foster parents will keep a separate log of all medications a child is prescribed, who prescribed the medication, why the medication was prescribed, when it is given, when it is refilled and who the pharmacy is.

Foster parents will ensure all foster children over the age of three (3) receive a dental appraisal by a licensed dentist within 60 days of initial placement and receive follow up appointment at least once every nine (9) months.

Foster parents will provide a copy of all medical/dental/vision appointment documentation to caseworker within one week of the appointment. Foster parents are required to document all Medical appointments and medications prescribed and given to a child on the Medical, Dental and Medication Record and the Medication Log. The Logs are to be provided to the caseworker monthly and upon request.

**A violation of this policy will result in disciplinary actions including but not limited to written warning and possible removal any child placed in the home. Failure to provide a child with necessary medical attention and medication as prescribed could result in immediate removal of the child and your foster care license will be revoked immediately.**

**iii. Improvement of child's self-image**

1. Listen to the child.
2. Communicate with the child
3. Show your affection for the child, physically and verbally
4. Encourage the child to express emotions
5. Accept the child's emotions and different habits as much as possible without disrupting your own.
6. Do not berate the child, make them feel inferior or an outcast because they are in foster care. In most cases the child is not responsible for their placement.

**iv. Life Book \*\* It is important for a child to have a record of their life. In your life you keep important events and pictures, children in foster care tend to live in more than one home and keeping this records helps them remember what was important to them. This book goes with the child and stays with the child throughout their time in care.**

1. School Records
  - ~ Teachers
  - ~ School papers
  - ~ Reports and grades
  - ~ School function programs
2. Medical Records
  - ~ Doctors visits
  - ~ Immunizations
  - ~ Allergies
  - ~ Basic medical history
3. Personal Records
  - ~ Biological parents: Names, address and phone numbers, pictures etc.
  - ~ Child – history, special occasions i.e. birthdays, Christmas, etc. Pictures of such occasions.

v. **Children's Belonging** – Children often do not have many belonging when they enter care. It is important to the children to keep what they do have. An inventory of all the child's belongings is to be completed within 24 hours of the child's entry into care and 24 hours prior to the child's exit from care or move to another foster home. A "Clothing and Personal Property Inventory" Form will be provided to you when a child is placed. This inventory is to be provided to the Agency. Foster parents are not permitted to dispose of any personal property of any child without prior approval from the Agency.

**b. To Biological Parents \*\* The primary goal for all children entering care is return to parent. You will be required to maintain communication with the biological parents and family members and work toward this goal.**

i. VISITATION

1. Contact with parents and agency for visitation. All children are to have visitation with at least their parents and siblings. Visitation is at minimum twice a month. Visitation could be held at the Agency office or in the community depending on the situation. Foster Parents are required to support the child and encourage contact with the family and may be requested to assist with supervision or said contacts.

2. Encourage visitation by phone, letters and visits. All contact with family members is to be documented on the "Contact and Visitation Log" and provided to caseworker monthly.

ii. BE SUPPORTIVE OF BIOLOGICAL PATENTS

iii. LIFE BOOK

**c. To Agency**

i. Follow Casework Plan (Family Service Plan, Child Permanency Plan, Family Group Decision Making Conferences and Plans)

ii. Participate in Six (6) hours of training yearly

iii. Cooperate with Home study and Annual Re-Evaluations

iv. Keep all required documentation for licensing current with agency

v. Report to Caseworker/Agency when emergencies occur and when needed

vi. Maintain Confidentiality

### **III. QUALIFICATIONS AND REQUIREMENTS FOR LICENSING:**

a. Desire to be a Foster Parent and understanding that you **MUST** work with and have contact with the biological family.

b. Desire of family to be a foster family

c. Adequate Standards of living and safety:

1. Flushable toilet, working sink, bath or shower with hot water.

2. Operating heating system

3. Containers of dangerous and poisonous substances (i.e. cleaning supplies, pesticides, plant food) – marked and stored out of children's reach and in locked areas

4. Medications – clearly marked and locked in a safety box or other locked container.

5. Emergency telephone numbers clearly posted by the phone

6. Fireplaces and wood stoves – screened; free standing heaters safe
  7. Fire extinguisher in cooking area
  8. Working smoke detectors on each level of the home. It is recommended, but not required to have a carbon monoxide detector in the home.
  9. Protective safety caps in outlets where there are children under five (5) years of age
  10. No exposed electrical wiring
  11. Car Seats for children under the age of eight (8)
  12. Well water tested annually with a passing result. If the water test fails, you will be given the opportunity to correct the problem and have water retested.
  13. Homeowners/Renters insurance
  14. Car Insurance, registration and proof of inspection for all vehicles
  15. Character references (5). No more than one (1) family member may be used as a reference. The Agency will contact the references provided.
  16. Criminal, Childline and FBI Clearances on all household members age 18 and over living in the home for more than 30 days, and Criminal and Childline Clearances for anyone in the home age 14 and above.
  17. Physicals – All foster parents.
  18. Pet vaccination records for all pets, including distemper and rabies. Current dog licenses as all dogs are required to be license annually in Pennsylvania.
  19. Copy of driver's licenses for all drivers.
- d. Financial Stability – Foster Parents are required to complete the Resource Family Financial Assessment. The Agency will verify employment and income with the Employer.
  - e. Emotional Stability – Foster parents are required to disclose any emotional or mental health concerns or treatment. If in treatment, verification of the applicant's ability to care for foster children is required. The Resources Family Assessment Reference Letter for Behavioral Health Professionals along with an Authorization to Disclose Information will be sent to the treating professional.
  - f. Physical Ability – Foster parents are required to have a physical during the application process and provide the results of said physical to this Agency.
  - g. Over the age of twenty-one (21)
  - h. Community Support
  - i. Knowledge of Child Development
  - j. Patience
  - k. Communications Skills
  - l. Willingness to work with biological parents and agency

#### **IV. TRAINING:**

- a. In-Service –
  1. Twelve (12) hours of training, annually, for each foster parent in addition to First Aid and CPR
  2. Each foster parent MUST be trained and certified in First Aid and CPR.
  3. Agency will provide information on training available throughout the county.

**V. COMMUNICATION:**

- a. When –
  - 1. Caseworker will visit your home a minimum of once a month to meet with the child and you.
  - 2. Caseworker will contact you with important information or changes at other times during the month when needed.
  - 3. A caseworker is available twenty-four (24) hours/day at 570-265-1760 during business hours and 570-265-2424 after 5pm and weekends (in case of emergency)

**VI. BENEFITS:**

- a. \$15.00/day per child – Fifteen (15) years and younger
- b. \$17.00/day per child – Sixteen (16) years and older
- c. \$.045/mile or federal mileage rate for transportation for medical, counseling and family visitation appointment.
- d. \$5.00/day will be added to the per diem rate if you are able to provide a majority of the agency requested transportation for the child.
- e. Medical expenses covered by PA ACCESS
- f. Clothing Allowance – Receipts for clothing purchases must be submitted to the agency within the month purchased.
  - 1. Under the age of four (4) years of age - 200/year
  - 2. Five (5) – Twelve (12) years of age - \$420/year
  - 3. Thirteen (13) – eighteen (18) years of age \$500/year
- g. Child receives a monthly allowance check from the county when age appropriate.
- h. Training
- i. Improved self-image
- j. New friends
- k. New Skills
- l. **THE KNOWLEDGE THAT YOU HAVE HELPED A CHILD AND FAMILY THAT DESPERATELY NEEDS YOUR HELP**