

Job Title: Resource Home Specialist
Department: Foster Care
Supervisor: Foster Care Supervisor or Coordinator
Job Type: Full-time

About COBYS Family Services

Motivated by Christian faith, COBYS Family Services educates, supports and empowers children and adults to reach their full potential. Located in Lancaster County, Pennsylvania, COBYS Family Services provides a range of foster care, adoption, permanency, family life education and counseling services throughout the region. Although our main offices are in Lancaster, we also serve individuals and families in Berks, Cumberland, Dauphin, Schuylkill, York and Lebanon counties. We facilitate programs and services in partnership with The Lancaster County Children and Youth Social Service Agency and the Statewide Adoption and Permanency Network (SWAN).

At COBYS, you can expect an organization environment where kindness and respect matters, where colleagues work collaboratively and strive for excellence in the care provided to our clients. Delivering direct human services is not an easy job, but we believe it is our organization's calling in assisting those we serve in our community. We encourage you to be your best self and to serve joyfully, while practicing empathy, grace and humility.

To apply and for more information about COBYS visit, <https://cobys.org/employment/>.

Resource Home Specialist

The Resource Home Specialist is responsible for recruiting, training, and approving resource families, maintaining family files, providing family support, managing referrals, and facilitating foster care placements in accordance with regulations and policies. Responsibilities are divided among the unit by the foster care supervisor.

Duties/Responsibilities:

- Maintain applicant and approved resource family files, ensuring all requirements are met regarding regulations and policies
- Coordinate and facilitate information and training sessions for applicant families
- Participate in resource parent recruitment; process inquiries and applications
- Manage the licensing process of resource families through file compliance, interviews, home safety checks, and written reports
- Meet with resource families, caseworkers, and/or supervisors to address any difficulties that arise for families; respond to emergency situations
- Manage incoming referrals and facilitate foster care, emergency standby, respite, and planned placements; complete related documentation

- Assess resource families' training needs and manage training resources
- Coordinate support and cultivate relationships with resource families
- Participate in required meetings and training per COBYS policy
- Implement strategic improvements regarding program efficacy
- If promoted to senior status, additional responsibilities may include training new staff, overseeing interns, supervisory coverage, and/or program-specific projects

Desired Skills and Abilities:

- Effective oral and written communication skills
- Ability to develop professional relationships and to discuss sensitive and complex issues in a professional manner
- Willingness to work in a collaborative team environment
- Organizational skills and ability to prioritize tasks
- Flexibility in adapting to the unpredictable nature of workload demands
- Ability to initiate difficult conversations during times of crisis/stress
- Willingness to work within COBYS mission statement and core values

Qualifications:

- Bachelor's degree required; social service field preferred
- Must pass State Police, Childline, and FBI clearances and pre-employment medical appraisal
- Must possess a valid driver's license, car insurance, and vehicle registration

Send resumes to recruitment@cobys.org.

Position is open until Friday, February 27, 2026, or until filled.