



Title: Foster Care Coordinator

Work Hours: Full Time – 37.5 hours a week

Reports To: Foster Care Supervisor

Summary

The Foster Care Coordinator will assist the Foster Care Supervisor in overseeing the foster care department with responsibility for supervising foster care caseworkers.

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.

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.

[COBYS Family Services Video](#)

Supervisory Responsibilities

- Assists in hiring and training new staff.
- Provides direct supervision of Foster Care Caseworkers, On-Call staff and Administrative Support staff.
- Provides constructive and timely performance evaluations/check-ins.

Duties/Responsibilities

- Provide at least bi-weekly supervision for foster care caseworkers as well as annual evaluations/check-ins.
- Participate in monthly foster care unit meetings and attend scheduled staff trainings.

- Share support and supervision for on-call workers including monthly check-ins.
- Read and review monthly reports/ISP's.
- Attend court hearings as necessary and cover appointment when foster care staff are unavailable.
- Assist in assigning new foster care placements to caseworkers.
- Assist in conducting interviews for staff openings.
- All other duties requested by management.

Desired Competencies

- Ability to build/lead a team by utilizing various styles of supervision that meets the needs of individual team members.
- Be able to adapt to a fast-paced, unpredictable nature of workload demands.
- Ability to establish professional relationships with staff that will facilitate development and implementation of program ideas and COBYS mission.
- Ability to have difficult conversations during times of crisis/stress with high needs cases.

Qualifications and Education Requirements

- Minimum of a four-year Bachelor's Degree in Social Services.
- At least four years' experience working in a human services setting, preferably within child welfare.
- 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.

Benefits included. EOE. Please send your resume to recruitment@cobys.org by August 17, 2026.