

Job Title	ADOPTION RECRUITER
State	Florida
Program	Children's Network of Hillsborough, LLC
Reports to	Adoption and Wendy's Wonderful Kids Recruitment Supervisor
FLSA Status	Non-Exempt (Hourly)
Job Description Statement	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

MISSION STATEMENT

The Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

To promote the adoption program in the community, develop resources furthering identified general, targeted and child-specific recruitment efforts, participate in and deliver pre-service training to potential adoptive families; complete adoption home studies for families residing in Circuit 13 who are interested in adopting special needs children.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADOPTION CASE MANAGER RESPONSIBILITIES

- ◆ Provide support to recruitment efforts including but not limited to the Heart Gallery, National Adoption Month and match events
- ◆ Analyze demographic data of the waiting children and plan community awareness events to increase knowledge of the needs of children waiting for adoption
- ◆ Plan activities designed for targeted recruitment of potential adoptive parents for waiting children
- ◆ Develop child-specific recruitment plans for waiting children with an emphasis on the children whose parental rights have been terminated for over 6 months
- ◆ Monitor photo listings, videotaping and coordination of media recruitment events
- ◆ Participate in and deliver pre-service training for families residing in Hillsborough County interested in adopting children with needs characteristic of CNHC's population of available children; ensure that videos and photos of the waiting children are presented.
- ◆ Maintain timely documentation in FSFN of recruitment events and expenditures
- ◆ Complete timely adoption home studies pursuant to the requirements of law and DCF and CNHC policies for families expressing an interest in adopting children with characteristics of children in care and available for adoption as defined by Florida Administrative Code
- ◆ Ensure FSFN is updated with 2 business days to reflect any changes reported by the potential adoptive family.
- ◆ Assist Case Managers and program staff with information on approved families toward match staffings as well as at-risk placements when needed
- ◆ Participate in match staffings when needed

- ◆ Assess children and family needs and coordinate delivery of services specific to adoption preparation, transition and support for the children and family including participation in the development, documentation and support of transition plans for all adoptive placements
- ◆ Serve as the primary point of contact to adoptive families with children placed in their home during the 90-day post-placement supervision period
- ◆ Present waiting children during bi-monthly adoption staffings to assess potential matches with approved adoption families in Circuit 13
- ◆ Monitor and track inquiries from approved adoptive families to ensure that families receive a timely response and consistent follow-up
- ◆ Review all approved adoption home studies for families residing in Circuit 13
- ◆ Update the Child Welfare Case Manager and other involved stakeholders of adoption related activity.
- ◆ Display understanding of, and sensitivity to, service population's cultural and socioeconomic characteristics
- ◆ Provide documentation and data on adoption activities
- ◆ Conduct regular home visits to ensure engagement and progress of children/families
- ◆ Adherence of all data collection into FSFN
- ◆ Produce periodic reports as requested
- ◆ Other duties may be assigned as special projects may be requested

WORKING HOURS

CNHC's work week is Monday through Friday, 40 hours per week. Your supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm. This job will require evening hours as needed.

TRAVEL

Travel in and outside of Circuit 13 is required.

TRAINING

All non-certified Child Welfare Professionals must attend formal instruction (Phase I Child Protection Certification training program). Upon successful completion of Phase I, the candidate will enter provisional status. The candidate will be required to become fully certified within one year of the pre-service training post-test.

All Certified Child Welfare Professionals must complete twenty (20) hours of relevant in-service training on an annual basis.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities

EDUCATION AND EXPERIENCE

- ◆ A Bachelors Degree from a four-year accredited college or university with a minimum of two (2) years of child welfare related experience OR an advanced degree in social work or a comparable human service field.
 - ◆ Official transcripts are a mandatory requirement
- ◆ Must have a working knowledge of community services in our local five (5) county area. Ability to establish and maintain positive working relationships is also a must.
- ◆ Adoption Competency training (preferred)

OTHER QUALIFICATIONS

- ◆ Strong organizational and problem-solving abilities
- ◆ Ability to establish and maintain positive working relationships with others
- ◆ Ability to work as a team member
- ◆ Ability to work in a multi-cultural environment
- ◆ Effective listening skills
- ◆ Verbal and written communications skills
- ◆ Must be self-motivated and have the ability to manage various work assignments simultaneously

SKILLS AND ABILITIES

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, and copier. Must be competent with Microsoft Office Suite programs, including Word, Excel, and Outlook. Must be competent with basic e-mail protocol and procedures including sending, receiving, replying, attachments, and meeting scheduling, excellent written and oral communication skill. Must abide by the highest standards of confidentiality.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license required, with proof of insurance
- ◆ Driver's license check is a requirement
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify
- ◆ Child welfare certification within one (1) year of post-test

OTHER REQUIREMENTS

LANGUAGE SKILLS

Ability to read, analyze, and interpret regulatory documents, contracts, policies and case records. Ability to respond to common inquiries or complaints from management, staff, clients, and outside agencies. Ability to effectively present information to children and families, management, employees, and outside agencies.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables. Able to anticipate needs and/or problems based on current events and/or situations and to develop solutions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires the ability to sit for extended periods; walk; stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. This job requires visual acuity sufficient to read and to operate standard modern office machines. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is administrative work in an indoor office environment with a moderate noise level (business machines, printers, computers, telephones).

ADA: Children's Network of Hillsborough, LLC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EEO: Children's Network of Hillsborough, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.

Children's Network of Hillsborough, LLC is a Drug-Free Workplace.

ALL PERSONNEL MUST DEMONSTRATE THE FOLLOWING CAPACITIES:

1. *A commitment to empowering others to solve their own problems*
2. *Valuing a nurturing family as the ideal environment for a person*
3. *A conviction about the capacity of people to grow and change*
4. *The ability to establish a respectful relationship with persons served to help them gain skills and confidence*
5. *The ability to work collaboratively with other personnel and/or service providers or professionals*
6. *The capacity to maintain a helping role and to intervene appropriately to meet service goals*
7. *The ability to set appropriate limits*
8. *Safety and permanency of children*

I certify that the statements above to the best of my knowledge accurately describe the duties performed and agree that I am qualified in education and skill to meet the requirements of the position. If the employee does not agree, indicate here:

Supervisor:		Date:	
Employee:		Date:	
Reviewing Authority:		Date:	
Do Not Agree:			