

<i>Job Title</i>	FAMILY FINDER PROGRAM SUPERVISOR
<i>State</i>	Florida
<i>Program</i>	Children’s Network of Hillsborough, LLC
<i>Reports to</i>	Director of Operations
<i>FLSA Status</i>	Exempt
<i>Job Description Statement</i>	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 Southwest Florida is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

The purpose of this job is to manage the daily operations of the Family Finder Program which focuses on decreasing the number of children placed in foster homes by identifying, training, assessing and maintaining placements with relatives and non-relatives through coordination and provision of post placement support services. This position supervises Family Finder Program Coordinators and the Family Finder Program Administrative Support Specialist; and coordinates service delivery to ensure that client needs, program goals, and contract objectives are effectively met. This professional will ensure Family Finding Coordinators assist case managers help children maintain family connections by helping link relatives and non-relatives to services in the community, both formal (community providers) and informal (family, friends, neighbors, church, school, etc.) resources to strengthen the family connection while ensuring the safety of the 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

- ◆ Assign Home Studies and related duties to staff and oversee service delivery.
- ◆ Ensure Home Studies are completed timely; staffings to discuss results of Home Studies are completed timely and assists case managers to ensure relatives and non-relatives access services timely.
- ◆ Foster relationships between family members, partners, community members, and the education system. Identify and understand what resources are available and build and maintain effective working relationships within a network of systems. Ability to network with, educate and involve community stakeholders.
- ◆ Review Home Study requests and completed study with case managers, and provide consultation/direction to assure appropriateness, clarity, quality and thoroughness.
- ◆ Review and ensure that staff completes all documentation and reports in a professional and timely manner.
- ◆ Review and monitor files for both internal and external quality assurance standards.
- ◆ Supervise staff including regular individual and group staff meetings and case consultation.
- ◆ Provide support to Family Finder Program staff dealing with crisis management; provide on-going assistance in coordinating services for clients.
- ◆ Provide guidance to Family Finder Program staff by coaching, motivating, training and providing other staff development activities, and develop training and staff development plans with each staff member.

- ◆ Assist with the identification of staff training needs; provide and/or arrange training for new and existing staff on a regular basis.
- ◆ Ensure service delivery complies with contractual requirements.
- ◆ Prepare and conduct staff performance evaluations, including progressive discipline when appropriate.
- ◆ Maintain and generate necessary reports and paperwork in a timely manner.
- ◆ Complete Home Studies in the absence of Family Finder Coordinator staff.
- ◆ Participate in the quality improvement process.
- ◆ Participate in staffing's and meetings with other supervisors, administrators and outside agencies.
- ◆ Collect, analyze and report data in area of supervision.
- ◆ Treat all clients, co-workers and colleagues with courtesy, respect and dignity.
- ◆ Adhere to safety standards in the workplace.
- ◆ Advise supervisor of significant events and pertinent issues.
- ◆ Conduct oneself in a professional manner at all times.
- ◆ Other duties may be assigned as special projects may be requested.

WORKING HOURS

CNSWFL'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 and weekend hours as needed.

TRAVEL

Travel in and outside of Circuit 13 Hillsborough County is required.

TRAINING

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

SUPERVISORY RESPONSIBILITIES

This position is responsible for providing direct supervision of the Kinship Search Specialist staff.

EDUCATION AND EXPERIENCE

- ◆ Bachelor's degree from an accredited college or university in Human Services or other related field;
- ◆ A minimum of two (2) years of child welfare related experience;
- ◆ Current Child Welfare Certification or eligibility upon hire;
- ◆ Prior supervisory experience preferred; and
- ◆ Ability to establish and maintain positive working relationships is also a must

OTHER QUALIFICATIONS

- ◆ Must have knowledge of child welfare processes and rules and be able to use Florida Safe Families Network on-line data.
- ◆ Ability to work as a team member
- ◆ Excellent organizational, communication and computer skills
- ◆ Ability to work flexible hours
- ◆ Sensitivity to the cultural and socioeconomic characteristics of the agency's staff and clients
- ◆ Adherence to professional ethics

- ◆ Ability to observe and assess staff's abilities in interacting appropriately and effectively with families, children, community resources, service providers, and other professionals.
- ◆ Ability to assess Kinship Search Specialist's performance and develop performance improvement plans.
- ◆ Ability to conduct thorough Home Study staffings and other meetings.

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
- ◆ Child Welfare Certification is required for this position.
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Annual Tuberculosis testing is a requirement
- ◆ Drug Screening upon hire
- ◆ Children's Network participates in E-Verify

OTHER REQUIREMENTS

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top managers, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 on the basis of 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:			