



Job Description

<i>Job Title</i>	GUARDIAN ASSISTANCE PROGRAM SPECIALIST
<i>State</i>	Florida
<i>Program</i>	Children's Network of Hillsborough, LLC
<i>Reports to</i>	Level 1 Supervisor
<i>FLSA Status</i>	Non-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 Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

The purpose of the Guardian Assistance Program Specialist is to identify, train, assess and maintain placements with relatives, non-relatives, and fictive kin through coordination and provision of the Guardian Assistance Program.

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

- ◆ Promoting the Guardian Assistance Program (GAP) and the importance of relative, non-relative and fictive kin placements through training sessions and community presentations to key stakeholders
- ◆ Work in cooperation with Child Welfare Case Managers to explain the licensing levels and GAP to current and prospective caregivers.
- ◆ Complete level 1 licensing assessments through the Unified Home Study process including completion of abuse registry and criminal background screenings.
- ◆ Attend court hearings as needed to make placement recommendations.
- ◆ Provide and locate ongoing support services for Relative/Non-Relative Caregiver families regardless if cases are active or closed
- ◆ Develop ongoing resources for Relative/Non-Relative Caregivers and make them accessible both electronically and manually
- ◆ Follow-up support on initial placements and assist Child Welfare Case Managers, as needed, to ensure placement recommendations are completed to ensure the caregivers have necessary supports to maintain the children in the home.
- ◆ Attend appropriate staffings in order to advocate for the best interest of the children served
- ◆ Track and log all appropriate information for monthly reports
- ◆ Traveling throughout the Circuit
- ◆ Other duties may be assigned as special projects may be requested



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WORKING HOURS

CNHC work week is Monday through Friday, 40 hours per week and business hours are 8:00 am to 5:00 pm. However, this position will be responsible for conducting home visits and home studies which may be scheduled outside normal business hours and may involve weekends and evenings. Your Supervisor will advise you of your work hours.

TRAVEL

Travel in Circuit 13 is required.

TRAINING

All employees must complete (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities for this position.

EDUCATION AND EXPERIENCE

- ◆ A bachelor's degree from an accredited college or university in the Human Service or other related field
- ◆ Current Certification as a Child Protection Professional – preferred or obtain certification within one year of employment
- ◆ A minimum of two years of experience as a child welfare case manager, child protective investigator or other child welfare experience
- ◆ Public speaking skills preferred
- ◆ Must be proficient in Microsoft Office Applications

SKILLS AND ABILITIES

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier and mail machine. Must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, Access, Publisher 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 skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. Must possess excellent organizational skills and abide by the highest standards of confidentiality.



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PRE-EMPLOYMENT REQUIREMENTS

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

- ◆ Current Certification as a Child Protection Professional – preferred or obtain certification within one year of employment
- ◆ 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

OTHER REQUIREMENTS

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak effectively before groups of customers or employees.

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 and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 accommodation may be made to enable individuals with disabilities to perform the essential function.

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 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).



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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.



Job Description

All personnel who provide or oversee direct services 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:			