



## Job Description

<i>Job Title</i>	<b>LEVEL 1 SPECIALIST</b>
<i>State</i>	Florida
<i>Program</i>	Children's Network of Hillsborough, LLC
<i>Reports to</i>	Director of Licensing
<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 Level 1 Specialist is to complete the Level 1 Licensure, Re-licensure and Guardianship Assistance Program (GAP) for caregivers in Circuit 13. Additionally, the Specialists will support caregivers through training, assessing and coordination and provision of support services for children placed in the home.

### **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 Level 1 Program and the importance of relative placements through training sessions and community presentations
- ◆ Completing family assessments through the home study process, licensure and re-licensure of caregivers' homes.
- ◆ Provide and locate ongoing support services for Relative/Non-Relative Caregiver families regardless of cases status (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.
- ◆ 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 Circuit 13.
- ◆ 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 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 within 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
- ◆ A minimum of three (3) 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.

### **PRE-EMPLOYMENT REQUIREMENTS**

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

- ◆ Current Certification as a Child Protection Professional – preferred
- ◆ 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



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### 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 accommodations 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).

**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.



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***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:

<b>Supervisor:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	
<b>Reviewing Authority:</b>		<b>Date:</b>	
<b>Do Not Agree:</b>			