

**JOB DESCRIPTION**

POSITION TITLE: Adoption Family Liaison

FLSA Designation: Non-Exempt

EEO Designation: Professional

SOC: 21-1021

Last Reviewed/Updated: 03/28/2019

**Job Summary:** This is a skilled professional position promoting PSF’s adoption program in the community; the development of resources furthering identified general, targeted, and child-specific recruitment efforts; and providing PRIDE training and adoption home studies to families residing in Circuit 3 or 8 interested in adopting special needs children. This position reports to the Adoption Program Supervisor or the Adoption Program Lead Supervisor & Recruitment Manager.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principles:** To recognize that more can be done with communities and families as partners. To respect the diversity of all children and families in the community.

**Competencies:** Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems. Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Functions:**

* Assists in the development and promotion of activities designed to promote PSF’s adoption program in the community with emphasis on targeted recruitment needs toward developing adoptive resource families willing and able to meet the needs of waiting children in Circuits 3 & 8.
* Provides support to recruitment efforts including but not limited to the Heart Gallery, National Adoption Month and match events.
* Provides PRIDE training to families residing in Circuits 3 or 8 (counties included in these circuits are as follows: Alachua, Gilchrist, Levy, Suwannee, Hamilton, Lafayette, Columbia, Madison, Taylor, Baker, Bradford, Union and Dixie) interested in in adopting children with needs characteristic of PSF’s population of available children.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

**Core Principles:** To commit to accountability using outcomes to measure performance and improve practice. To respect the inherent dignity of children and families with permanency in mind.

**Competencies:** Commitment to ensuring accountability and a results-based orientation. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential.  Command of the principles of permanency for children.

**Core Functions:**

* Maintains documentation in FSFN of recruitment events and expenditures.
* Maintains tracking of all PRIDE inquires and progress to course completion and home study completion.
* Conducts timely adoption home studies pursuant to the requirements of law and DCF and PSF policies for families expressing interest in adopting children with characteristics of children in care and available for adoption as defined by Florida Administrative Code.
* Maintains up-to-date information in FSFN for all assigned resource families/providers.
* Assists case managers and program staff with information on approved families toward match staffings as well as at-risk placements when needed.
* Participates in match staffings to review the status of all approved adoption home studies in light of available children without identified families every 60 days as required by FAC.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelor’s degree in Social Work or a comparable human service field.
* Certification as a Child Welfare Professional or CWP eligible.

*Special Condition:*

* Must obtain CWP certification within 12 months of appointment to this position.

PREFERRED:

* Master’s degree in Social Work or related field.
* Two years’ experience working in the field of adoption.
* Adoption Competency training.

**Knowledge, Skills, and Abilities:**

* Knowledge of family safety and preservation.
* Knowledge of adoption laws and regulations in Florida.
* Knowledge of theories and practice of child protection, counseling, social work, investigations and family assessments.
* Knowledge of methods of compiling, organizing, and analyzing data.
* Ability to make accurate assessments of children and families.
* Ability to travel.
* Ability to identify improvements and adjustments needed to insure program effectiveness and efficiency.
* Ability to develop and carry out effective practices for the supervision of direct staff.
* Ability to establish and maintain collaborative working relationships with other agencies.
* Ability to plan, organize and coordinate work assignments.
* Ability to communicate effectively.
* Ability to use computer systems.
* Ability to conduct effective case staffings and other meetings.
* Ability to interact appropriately with families, community resources, service providers and other agency professionals.
* Ability to work some evenings weekends conducting PRIDE trainings in coverage areas.

**Physical Requirements:**

 Sitting 40%

 Standing 10%

 Driving 25%

 Mobility (moving between internal offices) 15%

 Kneeling/Bending/Stooping 5%

 Reaching, over head 5%

 Speaking [x]  Yes  [ ]  No

 Hearing [x]  Yes  [ ]  No

 Reading Comprehension [x]  Yes  [ ]  No

 Ability to Lift and carry up to 25 pounds.

 **Travel**

 Same Day [ ] Infrequent [ ] Occasional [x]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [ ] Infrequent [x] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name (Print) Supervisor’s Name (Print)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**