

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**ADOPTION PROGRAM CASE MANAGER**

**Department: Adoptions**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The Adoption Program Case Manager is responsible for conducting secondary and primary adoption case management and related needs for adoption goal children within Circuits 3 and/or 8. This position provides direct case work pre-requisite to adoption for adoption goal children and supports families adopting children with needed case management, transition assistance and services, while adhering to relevant legal and policy requirements governing adoptions. This position reports to the Adoption Program Supervisor.

**ESSENTIAL JOB FUNCTIONS**

* Provides direct case work pre-requisite to adoption for adoption goal children and families adopting children. This includes, but is not limited to, adoption home studies, child studies, referrals for psychological evaluation or other assessments if/as warranted, subsidy requests, enhanced subsidy requests (when warranted), maintenance of adoption tab information and provider information in FSFN.
* Completes quarterly home visits for secondary assignments and monthly home visits for primary assignments. Ensures documentation of all home visits is entered into FSFN within 48 hours of completed home visit.
* Maintains up-to-date information for all assigned recruit children on the Explore Adoption website including current photos and web memos submitted for timely posting following TPR.
* For secondary assignment: Provides Adoption Case Activity Reports for judicial reviews. For primary assignment: Prepares judicial review reports in FSFN addressing child(ren)’s safety, well-being and permanency.
* Attends all court hearings and testifies in court regarding progress, barriers and/or concerns regarding the child/family and towards achieving permanency.
* Completes all documentation and reports in a legal compliant and timely manner.
* For primary assignment: attends all psychotropic medication management appointments, obtain completed medical reports including 5339 and submits to CLS as required to obtain a court order for medications.
* Monitors the child and family’s compliance with psychotropic medication rules and procedures, completes monthly psychotropic medication reviews and obtains necessary medication compliance documentation. Uploads all medication related documentation in FSFN.
* Provides adoptive placement services to adoptive families including documentation in compliance with legal requirements for full disclosure and adoption subsidy.
* Fulfills needs related to adoption disruptions including documenting disruptions, ensuring that subsidy is terminated (if applicable), and guiding efficient coordination of needs toward subsequent placement of the child(ren) and support of the child(ren) and family(ies).
* May perform specialized case management activities as needed toward program compliance with legislative mandates, and DCF and/or PSF initiatives including the Adoption Incentive Program and other activities identified locally as promoting the timely adoption of waiting children in Circuits 3 and 8.
* Plans, facilitates, and documents separation of sibling and match staffings.
* Assesses child and family needs and coordinates delivery of services specific to adoption preparation, transition, and support for the child and family including coordinating the development, documentation, and fulfillment and support of transition plans for all adoptive placements.
* Provides lifebooks to adoptive families.
* Provides on-call support when needed.
* Completes incident reports as required.
* Serves as the primary point of contact to adoptive families with recruit children or other matched children placed in their home during the 90-day post-placement supervision period.
* Specialized recruitment adoption case managers will plan child-specific recruitment efforts, and assist in targeted recruitment efforts by PSF, as well as participate in match staffings to review the status of all available children without identified families every sixty (60) days as required by FAC.
* Specialized recruitment adoption case managers will also receive and respond timely to all inquiries on assigned children and plan match staffings upon identification of one or more appropriate inquiries with approved home studies appearing to meet the needs of the child.
* Specialized recruitment adoption case managers may collaborate with Diligent Search Specialist toward family finding efforts for waiting children.
* Specialized recruitment adoption case managers will assist with maintenance of the Heart Gallery and promotion of general, targeted, and child-specific recruitment efforts.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Participates in annual National Adoption Month events in November.
* Performs other related job duties as assigned.

*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.*

**QUALIFICATIONS**

**Education and Experience:**

Bachelor’s Degree in Social Work or comparable human services field; Master’s Degree in the like preferred; and two (2) years of experience in the field of adoption preferred; Adoption Competency training preferred; or an equivalent combination of education and experience.

**Special Qualifications:**

Certification as a Child Welfare Professional or CWP eligible. Must obtain CWP certification within twelve (12) months of appointment.

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**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.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Skill in the use of various types of office equipment (e.g., copier, fax, multi-line telephone system).
* Skills in problem-solving and analysis.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* 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 plan, organize, and coordinate work assignments.
* 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.
* Ability to maintain a positive and reliable attitude concerning all aspects of working in a challenging environment, including significant patience and respect for children and families who can become quite demanding.
* Ability to be sensitive to cultural needs and willingness to serve as a positive member of a working team.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* Ability to prioritize multiple tasks and projects.
* Ability to work independently with minimal supervision.
* Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Manipulating: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. This position may require frequent same day travel. This position may require occasional overnight or weekend and night travel.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace 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**

Partnership for Strong Families 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.

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

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**Employee Signature Supervisor’s Signature**