

**JOB DESCRIPTION**

POSITION TITLE: Adoption Program Case Manager

FLSA Designation: Non-Exempt

EEO Designation: Professional

SOC: 21-1021

Last Reviewed/Updated: 11/17/2022

**Job Summary:**

This is a skilled professional position conducting 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.

*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 provide a safe environment for all children. To commit to accountability using outcomes to measure performance and improve practice.

**Competencies:** Ability to be proactive, decisive, and employ crisis intervention principles appropriately. Commitment to ensuring accountability and a results-based orientation.

**Core 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), quarterly home visits, maintenance of adoption tab information and provider information in FSFN.
* 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.
* Provides Adoption Case Activity Reports for judicial reviews and testifies at court regarding status of adoption cases.
* Completes all documentation and reports in a legal compliant and timely manner.
* 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 & 8.

**Core Principle:** To individualize services to meet the needs of children and families**.**

**Competency:** Commitment to using a strength-based, child-centered, family-focused practice with the ability to identify strengths and needs and engage the family in a strength-based assessment process**.**

**Core Functions:**

* 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.
* 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.

**Core Principles:** To respect the inherent dignity of children and families with permanency in mind. To recognize that more can be done with communities and families as partners.

**Competencies:** Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential. Command of the principles of permanency for children. Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* 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 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.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* 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.

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.
* Possession of a Florida Driver’s License, maintain an acceptable driving record, and accessibility to reliable transportation.
* 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 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.

**Physical Requirements:**

Sitting 45%

Standing 10%

Driving 20%

Mobility (moving between internal offices) 15%

Kneeling/Bending/Stooping 5%

Reaching, overhead 5%

Speaking  Yes   No

Hearing  Yes   No

Reading Comprehension  Yes   No

Ability to Lift and carry up to 25 pounds.

**Travel**

Same Day Infrequent Occasional  Frequent

Overnight Infrequent Occasional  Frequent

Weekend and Nights Infrequent 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 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:** 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.

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

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**Employee Signature Supervisor’s Signature**

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**Date Date**