

 **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.*

**PERMANENCY SPECIALIST**

**Department: Permanency**

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

**JOB SUMMARY**

The Permanency Specialist is a highly responsible position providing organizational consultation regarding case specific issues as well as procedural issues and ensures that quality service is being monitored and tracked, including out of home care services, protective services, and adoption related services.

This position will perform advanced child welfare work that facilitates both multi-disciplinary and permanency staffings on behalf of the lead agency.  This will include the coordination and facilitation of the staffings. For multi-disciplinary staffings, the recommendation may result in competing opinions and recommendations from the Department, as well as other organizations and persons involved in the life of the child. This position reports to a Support and Oversight Coordinator.

**ESSENTIAL JOB FUNCTIONS**

* Reviews prior and current history of child(ren) prior to all staffings to make an informed decision.
* Develops written report for the court that outlines the overall decisions of the staffings and the feedback of each individual participant. If an MDT staffing, the court will be notified if the parties are unable to reach consensus during the staffing.
* Provides notification to the court through Children’s Legal Services and DCF Regional staff within 48 hours after the conclusion of an MDT staffing when a unanimous consensus can not be reached by all parties.
* Serves as a Practice Expert ensuring quality child welfare practice.
* Implements and evaluates policies and procedures for Partnership for Strong Families to assure consistency of services within and between service sites.
* Understands the basis in federal and state laws, regulations, and rules for the operation of child welfare programs.
* Coordinates and facilitates staffings including ensuring relevant parties are invited to staffings, that child safety and reasonable efforts to achieve permanency are consistently the focus of discussion, and barriers to timely permanency are appropriately elevated when identified.
* Mediates disagreement during staffings to ensure effective communication between participating individuals by using conflict resolution and collaborative problem-solving skills to ensure that the child and family remain the primary focus of each staffing.
* Assists participants in using the strengths within the family when determining and establishing goals for the child; confirms best interest factors and specific information related to a child 3 years of age or younger are considered during the multidisciplinary staffing.
* Give positive feedback and reinforces strengths to help people build self-esteem and feelings of self-worth.
* Helps clients/employees understand issues/problems and sets up behaviorally specific goals and expectation related to those issues.
* Facilitate permanency staffings.
* Understands and appreciates different views, expertise, and experience of others; understands the perspectives and limitations of other individuals and systems.
* Recognizes and understand the interrelationships and dynamic nature of family systems and considers them in interaction with family members.
* Understands and is able to identify standards and methods to promote permanence for children, including parent involvement in case planning, services to maintain children in their own homes, parent involvement with children separated by placement, and services for timely reunification.
* Understands and is able to identify philosophy, definition, and practices; considerations needed for determining the best interest of the child (remaining at home vs placement in care).
* Establishes and maintains cooperative working relationships with organizations and other agencies involved with child welfare such as community-based care providers, Children’s Legal Services, Guardian ad Litem, schools, clinical professionals, Department of Juvenile Justice, and other community agency resources.
* Identifies and understands what resources are available and builds and maintains effective working relationships with a network of systems.
* Finds creative and effective ways to engage all staffing participants.
* Offers support to co-workers. Maintains an organized tracking system to account for each staffing and confirm participation of required attendees.
* Documents the outcome of staffings in the Florida Safe Families Network (FSFN) System.
* Reviews Florida Statutes, DCF Operational Procedures, Administrative Rule, and policies. Ensure participants are aware of confidentiality and HIPAA, and identify potential problems related to case specifics.
* Acts quickly to solve problems and to get things done.
* Keeps providers, clients, constituents, and oneself directed toward objectives; redirects or refocuses as needed.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* 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 Counseling, Social Work or comparable related field; Master’s Degree in the like preferred; Management experience in child welfare or related field preferred.

**Special Qualifications:**

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.

Experience in child welfare and/or working with at risk families and children with significant emotional and behavioral needs and their families preferred.

Certified as a Child Protection Professional (CPP) or CPP eligible.

Prior DCF experience or knowledge of child welfare systems, data management systems, and wraparound planning a plus.

Case Management, Service Coordination experience preferred.

**Knowledge, Skills and Abilities:**

* Provides leadership and consultation to management of contracted agencies.
* Ability to function within a highly professional team.
* Strong customer service skills.
* Ability to develop policy and procedure that serves as agencies operational guidelines and mandates.
* Knowledge of child welfare system.
* Ability to apply quality assurance methods, interpret outcomes and measure data.
* Ability to identify trends, interpret and monitor data in order to establish best practices, as well as implement quality improvement and corrective action.
* Knowledge of computer programs and ability to learn internal systems.
* 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).
* Strong analytical and problem-solving skills.
* 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.

*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.*

**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 occasional 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**

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**Date Date**