

**JOB DESCRIPTION**

Position Title: Placement Specialist

FLSA Designation: Non-Exempt

EEO Category: Professional

SOC: 21-1021

Last Reviewed/Updated: 04/25/2023

**Job Summary**: As the initial point of contact with Partnership for Strong Families Inc., the Placement Specialist is responsible for assessment and coordination of placement of children in need of licensed out-of-home care under the supervision of Partnership for Strong Families Inc. and/or Department of Children and Families. The Placement Specialist will report directly to the Placement 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 Principle:** To provide a safe environment for all children.

**Competency:**  Ability to be proactive, decisive and employ crisis intervention principles appropriately.

**Core Functions:** *Ensure children receive timely, accurate and complete assessments so they can be matched and maintained in the most appropriate setting (foster care, residential, medical, and acute care behavioral settings).*

* Accept and process all placement intake calls and messages.
* Authorize all placement requests.
* Coordinate with the case management agencies, Department of Children and Families, and other providers to ensure children receive accurate and complete placement assessments.
* Assist the Protective Investigator and Case Manager with the placement of children into foster homes, residential and acute care behavioral settings.
* Communicate, counsel, and deescalate placement crisis calls from partner parents and group homes, including coordinating team meetings, respite, and resolving partner parent/group home payment issues with PSF Finance.
* Process and submit timely over capacity waiver reports.
* Work cooperatively with caregivers, PSF clients, other providers, and/or case management agencies to stabilize all placements.
* Assume on call responsibilities as assigned to effectively meet placement needs after normal program hours, including weekends and holidays.

**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 Function:** *Placement Integration and Stabilization*

* Conduct, coordinate, and participate in team meetings, client care and utilization reviews, multi-disciplinary staffing, and placement stability team meetings as appropriate.
* Act as liaison between partner parents, case management agencies and Department of Children and Families staff to ensure appropriate placements are maintained.
* Collaborate with Child Legal Services, Providers, PSF employees, and case management agencies to provide appropriate services to children and families.

**Core Principle:** To recognize that more can be done with communities and families as partners.

**Competency:**  Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:** *System Network and Advocacy*

* Ensure positive and timely communication with caregivers, case management agencies, and other providers.
* Work cooperatively with foster home Recruitment and Retention and Licensing staff to support partner parents, identify additional placement capacity needs, and resolve foster home issues and problems.
* Collaborate with partner parents and other placement providers to ensure trauma informed and appropriate transition of children.
* Participate in community outreach as needed, such as partner parent and group home visits, P.R.I.D.E panel presentation, and partner parent appreciation functions.
* Provide placement coverage when a Placement Specialist is out of the office.

**Core Principle:** To respect the diversity of all children and families in the community.

**Competency:**  Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Functions:** *Awareness of social, economic, cultural, and environmental factors in the resolution of family and personal problems.*

* + Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
  + Demonstrate problem solving and teamwork.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:**  Commitment to ensuring accountability and a results-based orientation.

**Core Functions:** *Continuous Quality Improvement*

* + Ensure timely and accurate data entry of all placements, yellow flags, and enhance rates into the PSF data system.
  + Complete over capacity waivers including medical, physical, and/or mental health needs of the child and ensure appropriate support services are considered prior to recommendation to review and approve.
  + Evaluate separated siblings, placements outside of home County, and group home data to formulate a plan to keep siblings together, maintain a child in their home county in the least restrictive placement, and to minimize the number of movements a child has while in care.
  + Gather and evaluate documents and information prior to recommendation to review and approve in initial contract and services agreement activities with potential placement providers.
  + Participate in the quality improvement process.

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

**Minimum Qualifications**:

REQUIRED:

* Bachelor’s degree from an accredited college or university with major coursework in human services or related field.
* Two (2) years’ experience in child welfare, behavioral health, or related field.
* Possess a valid Florida driver’s license; maintain an acceptable driving record, and accessibility of reliable transportation.

PREFERRED:

* Master’s degree from an accredited college or university with major coursework in Human Services or related field.
* Parent Resources for Information Development and Education (P.R.I.D.E) certification.
* Certification as a Child Protection Professional or CPP eligible.
* Experience or knowledge in Florida Child Welfare programs.

**Knowledge, Skills, and Abilities:**

* Knowledge in Florida Statute, Florida Administrative Code, and PSF operating procedures relative to child welfare.
* Excellent assessment skills and intervention strategies.
* Strong interpersonal and verbal and written communication skills.
* Strong organizational skills.
* Ability to identify environment stressors.
* Ability to problem solve, make decisions, and implement plans.
* Ability to act decisively when necessary to protect clients.
* Ability to act with a high level of independent judgment.
* Ability to multi-task.
* Ability to read and interpret reports and documents such as contracts, insurance certificates, abuse report, court reports, home studies, and financial reports.
* Ability to work flexible hours as required.
* Ability to use and proficiency in computer software applications.
* Ability to travel.
* Effective negotiation skills and conflict resolution skills.
* Awareness of social, economic, cultural, and environmental factors in the resolution of family and personal problems.

**Physical Requirements:**

Sitting 60%

Standing 10%

Mobility (moving between internal offices) 20%

Kneeling/Bending/Stooping 05%

Reaching, overhead 05%

Speaking  Yes   No

Hearing  Yes   No

Reading Comprehension  Yes   No

Ability to Lift and carry up to 40 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**

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

**Date Date**