

 **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.*

**PLACEMENT SPECIALIST**

**Department: Placement**

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

**JOB SUMMARY**

The Placement Specialist is responsible for serving as the initial point of contact with Partnership for Strong Families Inc. 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. This position will report directly to the Placement Program Director.

**ESSENTIAL JOB FUNCTIONS**

* Accepts and processes all placement intake calls and messages.
* Completes assessment of a child’s needs and matches with placement provider skills.
* Coordinates with the case management agencies, Department of Children and Families, and other providers to ensure children receive accurate and complete placement assessment information/Child Information forms.
* Coordinates with internal and external parties to access appropriate level of placement for children into foster homes, residential and acute care behavioral settings.
* Communicates, counsels, and deescalates 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.
* Complete thorough assessment when an over capacity waiver is necessary for a placement documented in FSFN for placements with a provider involving (1) more than 2 children under age 2, (2) more than 6 dependent children with a provider, and (3) more that 8 children in total in the care of a provider.
* Complete a Capacity Exception assessment when placing more children in licensed foster home than the home is licensed to serve. Ensuring medical, physical, and/or mental health needs of the child and ensures appropriate support services are considered prior to recommendation to review and approve.
* Maintain/update Over Capacity Waivers as necessary for placements at 30 and every 90 days as long as the placement remains intact and presents an over capacity situation.
* Works cooperatively with caregivers, PSF clients, other providers, and/or case management agencies to stabilize all placements.
* Assumes on-call responsibilities as assigned to effectively meet placement needs after normal program hours, including weekends and holidays.
* Conducts, coordinates, and participates in team meetings, client care and utilization reviews, multi-disciplinary staffing, and placement stability team meetings as appropriate.
* Acts as liaison between partner parents, case management agencies and Department of Children and Families staff to ensure appropriate placements are maintained.
* Collaborates with Child Legal Services, Providers, PSF employees, and case management agencies to provide appropriate services to children and families.
* Ensures positive and timely communication with caregivers, case management agencies, and other providers.
* Works 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.
* Collaborates with partner parents and other placement providers to ensure trauma informed and appropriate transition of children.
* Participates in community outreach as needed, such as partner parent and group home visits, pre-service panel presentation, and partner parent appreciation functions.
* Provides placement coverage when a Placement Specialist is out of the office.
* Ensures timely and accurate data entry of all placements with supporting documentation is entered into the PSF data system.
* Evaluates 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.
* Gathers and evaluates documents and information prior to recommendation to review and approve in initial contract and services agreement activities with potential placement providers.
* Participates in the quality improvement process.
* 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 Human Services or related field or equivalent; Master’s degree preferred; and two (2) years of relevant experience in the child welfare field or related social service field; or an equivalent combination of education and experience in lieu of the education.

**Special Qualifications:**

Certification as a Child Welfare Case Manager or Protection Professional or certification eligible.

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 in Florida Statute, Florida Administrative Code, and PSF operating procedures relative to child welfare.
* Knowledge of social, economic, cultural, and environmental factors in the resolution of family and personal problems.
* Knowledge of the service population’s cultural and socioeconomic characteristics.
* Knowledge of Microsoft Office programs.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in assessment, intervention strategies, organization, time management, negotiation and conflict resolution.
* 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 with the ability to 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 and travel as required.
* 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 infrequent same day travel. This position may require infrequent 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.

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

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

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

**Employee Signature Supervisor’s Signature**

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

**Date Date**