



Job Posting

Job Title: Family Services Counselor		Department/Program: Operations/Nassau Service Center	
Posting Date: 10/01/2018	FLSA Status: Non-exempt	Pay Grade: 4	
Submit Cover Letter and Resume to Careers@fssnf.org			
FSS Mission Statement			
<p style="text-align: center;">The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.</p>			
Organizational Expectations			
<p>Commitment – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality. It is the expectation that the employee will remain in their current position for a minimum of one year before posting for another internal position.</p>		<p>Career Development – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.</p>	
<p>Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.</p>		<p>Teamwork – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.</p>	
<p>Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.</p>		<p>Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.</p>	
Job Summary:			
<p>The Family Services Counselor is responsible for providing case management services for children and families with a focus on Family Centered Practice.</p>			
Education	Bachelor’s degree in Human Services or related field of study required.		
Experience	One to two years experience with child welfare preferred.		
Minimum Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable		

	<p>individuals with disabilities to perform the essential functions.</p> <p><i>Ability to:</i></p> <ul style="list-style-type: none"> • Read and interpret legal and medical documents. • Communicate effectively. • Write reports and correspondence. • Speak effectively before small and large groups. • Calculate figures, amounts, and percentages. • Solve problems and deal with a variety of variables with a minimum of direction. • Interpret a variety of instructions furnished in written or oral form. • Perform at a high level of autonomy or with minimal supervision. • Awareness of cultural diversity. <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Florida child welfare statutes. • FSFN. • Court system and documentation. • Conflict resolution. • Community resources.
<p>Licensure, Certification, and/or Registration</p>	<p>Child Protection Certification or attendance at the Child Protection Certification Training (8 weeks). Valid Driver's License.</p>
<p>Other Requirements:</p>	<ul style="list-style-type: none"> • Clear a Level II background screening. • Clear a local background check from the County in which you reside. • Clear a substance abuse screen. • Clear a Motor Vehicle Records check • Maintain and provide proof of auto insurance coverage of \$100,000/\$300,000. • Provide a copy of all certifications and degrees prior to your first day of employment. • Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).
Job Duties	
Essential Duties	% of Time
<p>1. Supervises children in their current placement by meeting with foster parents, relatives, non-relatives, and birth parents.</p> <ul style="list-style-type: none"> • Maintains regular monthly contact with each child, parent and/or foster parent or custodian • Facilitates family visits for children in out-of-home placement. Provides post-placement supervision after children return home • Conducts child safety assessments to ensure appropriate 	<p>75%</p>

<p>child safety measures are being taken</p> <ul style="list-style-type: none"> • Places and replaces children in various foster care settings • Completes pre-adoptive services, including training and family assessments • Prepares and maintains updated, comprehensive case records on each child. • Identifies problems and possible solutions within the family system. • Understands and uses information from service providers such as psychosocial reports and psychosocial evaluations to ensure appropriate care for children. • Works with birth parents to strengthen their ability to parent and help provide a nurturing environment for children when they return home. 	
<p>2. Participates in court proceedings, and prepares and submits required court documentation</p> <ul style="list-style-type: none"> • Prepares and submits to the Children’s Legal Services attorney for approval and filing with the court: incl. petitions, motions, court orders, Judicial Review Social Study reports and other required legal forms. • Prepares and completes other court reports such as home studies with relatives. Consults with attorney representing parents to assure parental rights are protected. • Consults with other involved professionals regarding their recommendations to the court. • Explains information on court procedures, agency recommendations and possible results of court hearings to families. • Accompanies Children’s Legal Services attorney to court hearings and presents evidence to support the agency’s recommendations. 	20%
<p>3. May provide adoption and independent living services, in addition to carrying a case load and completing other duties as assigned.</p> <ul style="list-style-type: none"> • Schedules and tracks adoption MAPP applicants. • Assures home studies are completed within 30 days of MAPP graduation • Reviews and distributes completed home studies to all applicable parties 	5%
<p>Other Duties</p>	
<p>Perform other duties.</p>	As needed.

PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

Sitting Standing Walking Lifting (Approx 50 lbs) Carrying (Approx 50 lbs) Kneeling Pushing/Pulling Bending/Stooping Climbing Reaching Crawling/Crouching Grasping Turning Repetitive Motions Color Recognition Depth Perception Reading Hearing Other (describe)

HAZARDS: (X=Potential Exposure)

Proximity to moving mechanical parts Electrical current
 Toxic or caustic chemicals Radiation Biohazards (airborne or contact)
 Housekeeping and/or cleaning agents Flammable, explosive gases Human-borne pathogens Other:

SKILL REQUIREMENTS: (R=Required P=Preferred)

Drive motor vehicle Prepare food Typing/Keyboard Word processing software Data base software Spreadsheet software Other software Calculator Operate office machines (Fax, Copier) Verbal communication (including telephone) Written communication (including composition) Public speaking/group presentations Team-oriented and collaborative interpersonal relationships Respectful client relationships Client assessment and evaluation Retrieve and compile information Verify data Maintain records Organize and prioritize information Analyze and interpret information Investigate, evaluate and recommend action Basic mathematical concepts (add, subtract, multiply, divide) Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) Reasoning and logic Sensitivity to service population's cultural and socioeconomic characteristics

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.