



**Position Posting**

<b>Job Title: LEAD Family Preservation Specialist</b>	<b>Department/Program: Family Preservation/Nassau Service Center</b>
<b>Posting Date: May 10, 2012</b>	<b>FLSA Status: Non-Exempt</b>
<b>Please submit cover letter and resume to <a href="mailto:careers@fssnf.org">careers@fssnf.org</a></b>	
<b>FSS Mission Statement</b>	
<b>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.</b>	
<b>Organizational Expectations</b>	
<b>Commitment</b> – 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 moments notice to assist clients regardless of the time of day. This is also demonstrated by employees' commitment to maintain consistent attendance and punctuality.	<b>Career Development</b> – 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.
<b>Professionalism</b> – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.	<b>Teamwork</b> – 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.
<b>Responsible Citizenship</b> – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.	<b>Customer Service</b> – 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.
<b>Job Summary:</b>	
<p>Provide supervision to the Nassau County Family Preservation workers who assess the needs and provide the necessary prevention services to at risk families of child abuse or neglect who have been referred for intervention by various community agencies and the Department of Children and Families. The primary goal is to provide oversight and supervision of cases in order to ensure 100% compliance in both service delivery and outcomes. In addition to regular supervisory conferences, he/she will monitor and oversee caseloads, attend required staffings, and when needed, carry a small caseload.</p> <p>The LEAD Family Preservation Specialist is responsible for providing direction and guidance to staff as related to workload, processes and professional development.</p>	
<b>Education</b>	Bachelor's degree in social work or related area of study from an accredited college or university required.
<b>Experience</b>	Three years experience in human services or child welfare programs. At least one year of supervisory experience preferred.
<b>Minimum Qualifications</b>	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 individuals with disabilities to perform the essential functions.

	<p><i>Ability to:</i></p> <ul style="list-style-type: none"> <li>▪ Read and interpret legal and medical documents as well as, contracts, manuals, journals, and financial reports.</li> <li>▪ Speak effectively before small and large groups.</li> <li>▪ Calculate figures, amounts, and percentages.</li> <li>▪ Solve problems and deal with a variety of variables with a minimum of direction.</li> <li>▪ Perform at a high level of autonomy or with minimal supervision.</li> <li>▪ Awareness of cultural diversity.</li> <li>▪ Work collaboratively with community members, peers and supervisors.</li> <li>▪ Maintain high organizational, leadership and communication skills.</li> <li>▪ Utilize networking skills.</li> <li>▪ Communicate effectively with staff and clients.</li> <li>▪ Write reports and correspondence.</li> <li>▪ Speak effectively before small and large groups.</li> <li>▪ Solve problems and deal with a variety of variables with minimum direction.</li> <li>▪ Interpret a variety of instructions furnished in written or oral form.</li> <li>▪ Comprehend, collect and analyze data from FSS database systems</li> </ul> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> <li>▪ Florida Statutes pertaining to Child Welfare.</li> <li>▪ Family Dynamics.</li> <li>▪ Best Practices as it relates to Family Preservation.</li> <li>▪ Social Worker principles, techniques, and practices and their application to complex case work, group work, and community problems.</li> <li>▪ Laws, regulations, and policies which govern all Child Welfare programs.</li> <li>▪ Child Protection issues.</li> <li>▪ New and existing social service providers in Nassau county and surrounding areas.</li> <li>▪ FSFN.</li> <li>▪ Court system and documentation.</li> </ul>
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<b>Licensure, Certification, and/or Registration</b>	Valid state driver's license.
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<b>Job Duties</b>	
<b>Essential Duties</b>	<b>% of Time</b>
Maintain monthly supervision reviews with staff to maintain compliance; includes coaching, training and shadowing.	35%
Attend and participate in various meetings and task force groups, communicate issues, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements and policies.	10%
Provide back-up case management for staff members in their absence.	5%
Identify and proactively follows up on opportunities to meet with local agencies and providers to strengthen/expand the network of services and resources available to the community. Assist with the development and implementation of new programs. Works with team to implement opportunities to brand Family Support Services within the community at events and activities.	10%
Carry a caseload of STEPS cases when needed. Worker will maintain accurate, detailed, up to date documentation of case activity in accordance with the	30%

Family Preservation program policy and procedure and maintain case records in compliance with Agency, regulatory and accreditation standards.	
Oversight of staff workload and workflow, staff development, recognition, performance management, policy interpretation and enforcement, communication (team meetings and one-on-ones), etc.	10%
Conduct outreach into the community to publicize the program and advocate on behalf of the families.	As needed.
Report indications of child abuse, neglect and/or abandonment to Child Abuse Registry and Supervisor immediately and complete incident report.	As needed.
Complete probation and annual performance evaluations.	As needed.
Attend program services meetings and all family preservation training.	As needed.
Respond to emergencies after hours.	As needed.
Perform other duties.	As needed.

**Supervisory/Decision making Authority**

Does the position require customary supervision and management of at least 2 or more full-time employees?  Yes  No

The number of direct reports and their position titles are as follows:  
2 x Family Preservation Specialists

Two examples of the most common decisions made independently by this position on a regular basis without following prescribed procedures are as follows:

1. Determine when to close a case.
2. Determine what resources and services to offer.

**Contribution and Impact**

This position is responsible for ensuring that all home visits are made within the required time frames according to program guidelines. This position is responsible for providing supervision to family preservation staff once every 30 days.

**Strategic Value**

This function contributes to FSS' overall goal to provide safety and stability for all children in the Nassau child welfare system.

**PHYSICAL REQUIREMENTS: (R=Required P=Preferred)**

Sitting R Standing R Walking R Lifting R (50 LBS) Carrying R Kneeling R  
Pushing/Pulling R Bending/Stooping R Climbing    Reaching R Crawling/Crouching     
Grasping R Turning R Repetitive Motions R Color Recognition    Depth Perception     
Reading R Hearing R 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 X Flammable, explosive gases    Human-borne pathogens X

**SKILL REQUIREMENTS: (R=Required P=Preferred)**

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