



Job Posting

Job Title: Family Services Counselor		Department/Program: Operations/Nassau Service Center
Posting Date : April 3, 2012		FLSA Status: Non-Exempt
Submit Cover Letter and Resume to Careers@fssnf.org		
FSS Mission Statement		
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.		
Organizational Expectations		
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 moments notice to assist clients regardless of the time of day. This is also demonstrated by employees' commitment to maintain consistent attendance and punctuality.		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.
Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.		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.
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.		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.
Job Summary:		
The Family Services Counselor is responsible for providing case management services for children and families with a focus on Family Centered Practice.		
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 individuals with disabilities to perform the essential functions.		
<i>Ability to:</i>		
<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. 		

	<ul style="list-style-type: none"> • 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.
Licensure, Certification, and/or Registration	Child Protection Certification or attendance at the Child Protection Certification Training (8 weeks). Valid Driver's License.
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 child safety measures are being taken • 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. 	75%
<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>	<p>As needed.</p>

<p>PHYSICAL REQUIREMENTS: (R=Required P=Preferred)</p>
<p>Sitting <input type="checkbox"/> R Standing <input type="checkbox"/> R Walking <input type="checkbox"/> R Lifting <input type="checkbox"/> R (Approx 50 lbs) Carrying <input type="checkbox"/> R (Approx 50 lbs) Kneeling <input type="checkbox"/> R Pushing/Pulling <input type="checkbox"/> R Bending/Stooping <input type="checkbox"/> R Climbing <input type="checkbox"/> R Reaching <input type="checkbox"/> R Crawling/Crouching <input type="checkbox"/> R Grasping <input type="checkbox"/> R Turning <input type="checkbox"/> R Repetitive Motions <input type="checkbox"/> R Color Recognition <input type="checkbox"/> R Depth Perception <input type="checkbox"/> Reading <input type="checkbox"/> R Hearing <input type="checkbox"/> R Other (describe) <input type="checkbox"/></p>
<p>HAZARDS: (X=Potential Exposure)</p>
<p>Proximity to moving mechanical parts <input type="checkbox"/> Electrical current <input type="checkbox"/> Toxic or caustic chemicals <input type="checkbox"/> Radiation <input type="checkbox"/> Biohazards (airborne or contact) <input type="checkbox"/> Housekeeping and/or cleaning agents <input checked="" type="checkbox"/> X Flammable, explosive gases <input type="checkbox"/> Human-borne pathogens <input checked="" type="checkbox"/> X Other: <input type="checkbox"/></p>
<p>SKILL REQUIREMENTS: (R=Required P=Preferred)</p>
<p>Drive motor vehicle <input type="checkbox"/> R Prepare food <input type="checkbox"/> Typing/Keyboard <input type="checkbox"/> R Word processing software <input type="checkbox"/> R Data base software <input type="checkbox"/> R Spreadsheet software <input type="checkbox"/> R Other software <input type="checkbox"/> Calculator <input type="checkbox"/> R Operate office machines <input type="checkbox"/> R (Fax, Copier) Verbal communication (including telephone) <input type="checkbox"/> R Written communication (including composition) <input type="checkbox"/> R Public speaking/group presentations <input type="checkbox"/> R Team-oriented and collaborative interpersonal relationships <input type="checkbox"/> R Respectful client relationships <input type="checkbox"/> R Client assessment and evaluation <input type="checkbox"/> R Retrieve and compile information <input type="checkbox"/> R Verify data <input type="checkbox"/> R Maintain records <input type="checkbox"/> R Organize and prioritize information <input type="checkbox"/> R Analyze and interpret information <input type="checkbox"/> R Investigate, evaluate and recommend action <input type="checkbox"/> R Basic mathematical concepts (add, subtract, multiply, divide) <input type="checkbox"/> R Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) <input type="checkbox"/> Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) <input type="checkbox"/> Reasoning and logic <input type="checkbox"/> R Sensitivity to service population's cultural and socioeconomic characteristics <input type="checkbox"/> R</p>