Job Posting

Job Title: Family Services Counselor

Department/Program: Operations/Nassau Service Center

Posting Date: 12/18/2019
FLSA Status: Non-exempt
Pay Grade: 4
Submit Application and Resume To:
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9467&clientkey=BCD12EE4C3D69B17A21445755CAF5F95

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 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.

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 (FSC) is responsible for providing case management services for children and families with a focus on Family Centered Practice.
One of the primary goals of the FSC position is to support and engage families in order to achieve safe permanency outcomes for children. The FSC will build relationships with the family's team and coordinate efforts to drive case forward to ensure permanency is timely and cases are not stagnant.
Another critical function of the FSC position is timely and accurate documentation of case related activities.
A FSC must possess the appropriate training and certifications as required by Florida law. Due to the sensitive nature of their position, a FSC must maintain their professionalism and protect the confidentiality of their clients.

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.
**Ability to:**
- 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.

**Knowledge of:**
- 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.

**Other Requirements:**
- 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**

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<tr>
<th>Essential Duties</th>
<th>% of Time</th>
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| 1. Supervises children in their current placement by meeting with foster parents, relatives, non-relatives, and birth parents.  
- 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.  
- Applies critical thinking skills to assess family dynamics in order to drive cases forward and achieve safe permanency options for children. | 75% |
- Understands and uses information from service providers such as psychosocial reports and psychosocial evaluations to ensure appropriate care for children.
- Validates/reconciles case information by communicating with team members (the family, providers, etc) to ensure adequate information is documented in the case file. Encourages and works to build mutual trust, respect, and cooperation among team members.
- Works with birth parents to strengthen their ability to parent and help provide a nurturing environment for children when they return home.
- Searches for stable safety services/providers that would assist the families by controlling danger threats and meeting the conditions for return. Identifies problems and possible solutions to ensure appropriate child safety measures are being taken and that safety plans are being monitored and updated when appropriate.

2. Participates in court proceedings, and prepares and submits required court documentation
   - 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%

3. May provide adoption and independent living services, in addition to carrying a case load and completing other duties as assigned.
   - Completes adoption subsidy packets and related documents to ensure timely adoption of available children
   - Connects youth and young adults with services to be successful in the community before and after they age out of the Department’s care.

5%

Other Duties
Perform other duties.
As needed.

PHYSICAL REQUIREMENTS: (R=Required  P=Preferred)

|-----------|---|------------|---|-----------|---|-----------|-------------------|------------|-------------------|------------|---|--------------------|---|--------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|

HAZARDS: (X=Potential Exposure)

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

SKILL REQUIREMENTS: (R=Required  P=Preferred)

Drive motor vehicle: R | Prepare food: R | 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: R |
<table>
<thead>
<tr>
<th>Skill</th>
<th>Requirement</th>
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<tr>
<td>Communication (including telephone)</td>
<td>R</td>
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<td>Written communication (including composition)</td>
<td>R</td>
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<td>Public speaking/group presentations</td>
<td>R</td>
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<td>Team-oriented and collaborative interpersonal relationships</td>
<td>R</td>
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<td>Respectful client relationships</td>
<td>R</td>
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<tr>
<td>Client assessment and evaluation</td>
<td>R</td>
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<tr>
<td>Retrieve and compile information</td>
<td>R</td>
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<tr>
<td>Verify data</td>
<td>R</td>
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<tr>
<td>Maintain records</td>
<td>R</td>
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<tr>
<td>Organize and prioritize information</td>
<td>R</td>
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<tr>
<td>Analyze and interpret information</td>
<td>R</td>
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<tr>
<td>Investigate, evaluate and recommend action</td>
<td>R</td>
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<tr>
<td>Basic mathematical concepts (add, subtract, multiply, divide)</td>
<td>R</td>
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<td>Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)</td>
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<td>Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)</td>
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<td>Reasoning and logic</td>
<td>R</td>
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<td>Sensitivity to service population’s cultural and socioeconomic characteristics</td>
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**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.**