



Job Posting

Job Title: Family Services Counselor		Department/Program: Operations/Nassau Service Center	
Posting Date: 02/08/2019	FLSA Status: Non-exempt	Pay Grade: 4	
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			
<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 (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.</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		<p>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> <p><i>Ability to:</i></p> <ul style="list-style-type: none"> • Read and interpret legal and medical documents. 	

	<ul style="list-style-type: none"> • 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.
Licensure, Certification, and/or Registration	Child Protection Certification or attendance at the Child Protection Certification Training (8 weeks). Valid Driver's License.
Other Requirements:	<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
<ol style="list-style-type: none"> 1. Supervises children in their current placement by meeting with foster parents, relatives, non-relatives, and birth parents. <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. • Applies critical thinking skills to assess family dynamics in order to drive cases forward and achieve safe permanency options for children. • 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 	75%



<p>the case file. Encourages and works to build mutual trust, respect, and cooperation among team members.</p> <ul style="list-style-type: none"> • 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. 	
<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"> • 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)
Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/> Lifting <input type="checkbox"/> (Approx 50 lbs) Carrying <input type="checkbox"/> (Approx 50 lbs) Kneeling <input type="checkbox"/> Pushing/Pulling <input type="checkbox"/> Bending/Stooping <input type="checkbox"/> Climbing <input type="checkbox"/> Reaching <input type="checkbox"/> Crawling/Crouching <input type="checkbox"/> Grasping <input type="checkbox"/> Turning <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Color Recognition <input type="checkbox"/> Depth Perception <input type="checkbox"/> Reading <input type="checkbox"/> Hearing <input type="checkbox"/> Other (describe) <input type="checkbox"/>
HAZARDS: (X=Potential Exposure)
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"/> Flammable, explosive gases <input type="checkbox"/> Human-borne pathogens <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
SKILL REQUIREMENTS: (R=Required P=Preferred)
Drive motor vehicle <input type="checkbox"/> Prepare food <input type="checkbox"/> Typing/Keyboard <input type="checkbox"/> Word processing software <input type="checkbox"/> Data base software <input type="checkbox"/> Spreadsheet software <input type="checkbox"/> Other software <input type="checkbox"/> Calculator <input type="checkbox"/> Operate office machines <input type="checkbox"/> (Fax, Copier) Verbal communication (including telephone) <input type="checkbox"/> Written communication (including composition) <input type="checkbox"/> Public speaking/group presentations <input type="checkbox"/> Team-oriented and collaborative interpersonal relationships <input type="checkbox"/> Respectful client relationships <input type="checkbox"/> Client assessment and evaluation <input type="checkbox"/> Retrieve and compile information <input type="checkbox"/> Verify data <input type="checkbox"/> Maintain records <input type="checkbox"/> Organize and prioritize information <input type="checkbox"/> Analyze and interpret information <input type="checkbox"/> Investigate, evaluate and recommend action <input type="checkbox"/> Basic mathematical concepts (add, subtract, multiply, divide) <input type="checkbox"/> Advanced mathematical concepts <input type="checkbox"/>



(fractions, decimals, ratios, percentages, graphs) __ Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) __ Reasoning and logic _R_ Sensitivity to service population's cultural and socioeconomic characteristics _R_

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.