



Job Posting

Job Title: Recruitment Specialist		Department/Program: Adoptions	
Is The Position: _ New X Existing		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			
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 period 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:			
Using child-focused recruitment strategies combined with other appropriate strategies; the Recruitment Specialist is responsible for the assessment and recruitment of prospective adoptive families for children who have been freed for adoption (parental rights terminated).			
Education		Bachelor's degree in social work or related area of study from an accredited college or university required.	
Experience		Three years of experience in human services or child welfare programs. At least one year of adoption experience 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.	
		<ul style="list-style-type: none"> • Ability to be child-focused and able to establish and maintain relationships with children. • Ability to conduct effective meetings with caseworkers, foster parents and others. 	

	<ul style="list-style-type: none"> • Ability to speak and conduct meetings with volunteers, caseworkers and community groups. • Ability to maintain an effective working relationship with others. • Ability to write well and perform accurate assessments. • Ability to demonstrate diligence, persistence, and positive attitude to succeed on behalf of the child. • Ability to schedule meetings in a timely manner and inform numerous individuals in a required time frame. • Ability to keep numerous calendars and schedule a variety of meetings. • Ability to write summaries to meetings that accurately reflect the details of the meeting. • Ability to create spreadsheets in Excel. • Ability to communicate effectively with youth. • Ability to solve practical problems and deal with a variety of concrete variables with minimum direction. • Ability to interpret a variety of instructions furnished in written or oral form. • Ability and desire to perform aggressive recruitment that focuses on the individual history, needs, and experiences of a child in an effort to find an appropriate adoptive family. • Ability to adhere to the 'Marketing and Promotions Style Guide' provided by the Dave Thomas Foundation for Adoption. • Employee must be able to complete paperwork, computer tasks, and drive to locations within greater Jacksonville and beyond, depending on caseload dynamics.
Other Requirements	<ul style="list-style-type: none"> • Clear a Level II background screening. • Clear a reference check (professional and personal). • Clear a local background check from the County in which you reside. • Clear a substance abuse screen. • Provide a copy of all degrees prior to your first day of employment. • Clear a Motor Vehicles Records check. • Provide proof of, and maintain a minimum personal auto liability insurance level \$100,000/\$300,000. • 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).
Licensure, Certification, and/or Registration	Valid driver's license.
Job Duties	
Essential Duties	% of Time
Carries a caseload of 20-25 special needs children who are available for adoption; meets with the child monthly in order to get to know the child and to develop trust and openness.	25%
Recruit adoptive families through speaking engagements, making and maintaining contacts with the local media, and through other means.	20%
Perform a diligent search for an appropriate adoptive family and follow-up on all persons who know the child, have expressed an interest in the child, and/or have had a positive relationship with the child.	15%
Completion of the court's Order to Perform Adoption Recruitment.	15%
Report recruitment activities to the court during scheduled Adoption Status Hearings, as requested.	5%
Review home studies from prospective adoptive parents.	5%
Schedule and facilitate Heart Gallery and interview sessions for children on the caseload.	5%
Maintain child studies and child specific recruitment plans for all children on the caseload.	5%
Field inquiries from the Adoption hotline and website.	5%
Performs other duties as assigned.	As needed

Supervisory/Decision Making Authority

This position does not require customary supervision and management of at least 2 or more full-time employees.

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

1. Scheduling photo shoots and interviews for the children on the caseload.
2. Entering the information into the Florida Safe Families Network system for the benefit of all workers on the case.

Contribution and Impact

1. The Recruitment Specialist is accountable for providing positive outcomes/results of successful adoptions for the fiscal year. The Recruitment Specialist drives the number of adopted children upward to positively impact the number of adoptions finalized for FSS.
2. Focus on children who do not have an identified adoptive family at the time of termination of parental rights.

Strategic Value

The Recruitment Specialist focuses on strengthening the family as a whole; not just on the child or the prospective adoptive family. This focus aligns with the Foster Care Redesign and Family Centered Practice for Success.

PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

Sitting R Standing R Walking R Lifting (Specify) Carrying Kneeling
Pushing/Pulling Bending/Stooping Climbing Reaching Crawling/Crouching
Grasping Turning Repetitive Motions 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 Other:

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 P 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 P Basic mathematical concepts (add, subtract, multiply, divide) R Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) P Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) P Reasoning and logic P 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.