



Job Posting

Job Title: Placement Specialist		Department/Program: Placement/Kids Central	
Posting Date: 07/02/2019	FLSA Status: Non-exempt	Pay Grade: 4	
Please submit cover letter and resume to careers@fssnf.org			
FSS Mission Statement			
<p align="center">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.</p>			
Job Summary:			
<p>Secure appropriate placement for foster children and facilitate placement stability. In addition to finding placement for foster children, the placement specialist assists in preventing children from coming into licensed care by ensuring the Foster Care Redesign model is followed by DCF Child Protection Investigator and CMO FSC's.</p>			
Education	Bachelor's degree from an accredited college or university required.		
Experience	At least one year experience working with at risk children and families, preferably as a Case Manager, with 1-2 years' experience with child welfare data systems.		
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 documents such as contracts, manuals, journals, and financial reports. • Communicate effectively with staff. • 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. • Utilize Microsoft Office programs and other child welfare-related data systems. <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Florida statutes relative to child welfare. 		
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 • 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).
Licensure, Certification, and/or Registration	Child Welfare Professional certification preferred.

Essential Duties	% of Time
Identify and make appropriate placements for children in foster care. Take an active role in the arrangement of placements. Provide assistance regarding difficult placement challenges. Ensure all children that are removed and placed into out-of-home care are placed in appropriate foster/ group home settings that are least restrictive. Responsible for keeping siblings together in placement whenever possible. Will conduct separated-sibling staffing with the FSS provider agencies when sibling placement is not possible. Ensure that all placements which result in the over cap of a home obtain verbal approval from FSS Placement Director or designated representative prior to the placement; followed by immediate submission of written request for waiver. Work cooperatively with FSS provider agencies and other service providing entities. Submission of all Kids Central forms/documents within the expected time frame to include age out plans for children turning 18 and leaving foster care.	45%
Assist with placement stabilization once the children are in foster care. Conduct staffings with service providers and the CMOs to discuss gaps in services and supports needed to maintain placement. Work with other departments within FSS to resolve placement issues.	20%
Accurately enter information into FSFN (Florida Safe Families Network), and/or other required systems, on a daily basis and in accordance with specified deadlines. Validate all data entered into the system. Collection, tracking, and follow up on Child Placement Agreements, Exit Interviews, & FSC Review of FP forms.	20%
On call based on rotation and following the same protocol for placement during normal working business hours.	15%
Other Duties	
IL Court.	As needed.
DJJ Staffings for those that are being released from DJJ programs.	As needed.
Perform other duties.	As needed.

Supervisory/Decision making Authority
This position does not require customary supervision and management of 2 or more full-time employees.
Provide two examples of the most common decisions made independently by this position on a regular basis without following prescribed procedures. <ol style="list-style-type: none"> 1. Identify appropriate placement matches for children in foster care. 2. Determine what needs to be escalated to the appropriate level of management.
Contribution and Impact
Face to face staffings with FSC and child empowering the child by giving them a choice regarding their future which increases the success rate of stability.
Strategic Value



Kids Central allows FSS direct oversight of the CMO's in order to provide for the safety and stability of children and families by strengthening the child's protection system and involving neighborhood networks to ensure success.

PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

Sitting R Standing R Walking R Lifting R (Specify) Carrying R Kneeling P
 Pushing/Pulling p Bending/Stooping P Climbing Reaching P 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
 Other:

SKILL REQUIREMENTS: (R=Required P=Preferred)

Drive motor vehicle R Prepare food Typing/Keyboard R Word processing software Data
 base software Spreadsheet software R Other software Calculator 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 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) 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.