

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 10/11/99
DATE AMENDED: 03/15/2016

TITLE OF POSITION: Adoptions Program Specialist

POSITION NUMBER: 06-07

PROGRAM: Community-Based Care

MINIMUM TRAINING AND EXPERIENCE REQUIRED: High school graduate or equivalent. Fluent typing skills and knowledge of Word, Excel and Outlook and the ability to learn new software.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISOR: Adoptions Component Director

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$10.50 per hour

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: ¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Perform mail, fax and courier duties.
2. Perform data entry tasks including, but not limited to, inputting prospective Foster Parent information into CoBris and case closures/updates of activities of families in FSFN.
3. Compile and analyze data for administrative decisions.
4. Answer and redirect incoming calls for Adoption Related Services, and mail out information packets based on inquiries.
5. Tracking Post Adoptions contacts and maintain current mailing list.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

6. Review monthly invoice authorizations for accuracy.
7. Perform record duties including but not limited to; filing, copying, organizing, compiling and closing records to ensure contract compliance.
8. Assist in Recruitment Events and National Adoptions Day
9. Help create and mail out monthly newsletter.
10. Assist Adoptions Specialist in ensuring children in care have the essentials that are needed.
11. Assure the maintenance of necessary administrative and fiscal records.
12. Ensure compliance with a variety of contractual obligations.

Physical Requirements:

Activity	Expectation		
Standing	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: ☒ Yes ☐ No
Hearing: ☒ Yes ☐ No
Reading Comprehension: ☒ Yes ☐ No
Repetitive motion with hands, wrists, arms ☒ Yes ☐ No
(e.g keyboard, typing, handwriting, etc.)

Ability to lift and carry up to 10 pounds.
Ability to handle stressful situations: ☐ Minimal ☒ Moderate ☐ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

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