

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

DATE ESTABLISHED: 11/18/03
DATE AMENDED:
07/16/2016

TITLE OF POSITION: Component Director II (Bachelor's Level)

POSITION NUMBER: 39-21

PROGRAM: Bay County Children's Services

COMPONENT: Adoptions and Related Services (ARS)

MINIMUM TRAINING AND CREDENTIALS: Bachelor's degree in a social work or a related human services field from an accredited university or college and three years direct experience working with children and families and Certification as a Child Protection Professional . Also requires Certification as a Child Protection Professional Supervisor (may be completed post-hire). Recertification is required within each 3-year period. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within 90 days of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572. (See LMC Policy 3716, Attachment B.)

SUPERVISOR: Program Director, Children's Services

POSITIONS SUPERVISED: Adoptions Specialists

SALARY MINIMUM:
\$40,000.00 prior to Completion of Supervisor Certification
\$42,000 Fully Capable

WAGE AND HOUR STATUS: Exempt (Professional)

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. Supervise staff of more than three (3) persons.
2. Assure staff compliance with all applicable training requirements.

¹ Expectations regarding quality of work are further delineated in the criteria-based performance appraisal for this position.

3. Evaluate staff performance. Identify, document, and develop corrective action plans for personnel performance problems.
4. Assure staff compliance with Life Management Center's policies and procedures.
5. Assure that all staff is responsive to adoptive parent needs.
6. Prepare required reports.
7. Participate in budget development and monitoring.
8. Monitor direct service time and assure that reports are issued to staff and program directly in a timely manner.
9. Assure that service provision is not interrupted by staff vacancies or absences.
10. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

1. Participate in recruitment and retention activities to meet the placement and permanency needs of children involved with the Child Protection System.
2. Coordinate recruitment campaigns in partnership with Foster Parent Support Services. Recruitment efforts will target capacity building to meet the network goal of maintaining sibling groups and other special needs children, including adolescents served in the Community-Based Care (CBC) system.
3. Coordinate the provision of pre-service training (MAPP) for prospective adoptive parents.
4. Support and advocate for waiting adoptive families through Match, in accordance with established procedures.
5. Coordinate home study activities for prospective adoptive parents to meet the placement and permanency needs of the children served by CBC.
6. Ensure the completion of a thorough adoptive home studies of all prospective adoptive parents in accordance with CBC policy and procedures and FAC 65C-16. Assure that following documents are included upon the submission of a home study:
 - a. Adoption Home Study
 - b. Adoption Application
 - c. Personal References
 - d. Employment Verification

- e. School References
 - f. Local Law Clearances
 - g. FDLE/FBI Clearances
 - h. FAHIS Clearances
 - i. Affidavit of Good Moral Character
 - j. Clearance Letter
 - k. Certification of Health (if applicable)
- 7. Ensure the provision of post-placement support for all adoptive and foster/adopt families in accordance with established procedures.
 - 8. Assure full compliance with all performance standards and specifications stipulated by contract with the CBC lead agency
 - 9. Conduct program activities on a flexible basis that suits the schedules of prospective adoptive and foster/adopt parents.
 - 10. Maintain effective communication with the CBC lead agency to assure efficient, coordinated service provision.
 - 11. Participate in district and/or statewide initiatives designed to enhance recruitment and retention of adoptive homes.
 - 12. Travel I a multi-county service area.
 - 13. Travel between multiple work sites.

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