

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 07/07/15

DATE AMENDED:

TITLE OF POSITION: Post Adoptions Specialist

POSITION NUMBER: 60-01

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 two years direct experience working with children and families. Must successfully complete the Child Protection Professional Certification (may be completed post-hire). Recertification is required within each 3-year period. Driver's license in good standing and vehicular insurance as specified by personnel policies - #3711. Reliable personal transportation, which is suited for the transportation of clients. Certification in Basic First Aid and Cardiopulmonary Resuscitation (may be obtained post-employment).

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

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

SUPERVISED BY: Component Director, Adoptions

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$31,600 prior to completion of Phase 1 Child Protection Professional Training
\$32,600 following successful completion
\$33,600 Fully Capable

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

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

1. The Post Adoption Specialist will be responsible for establishing contact with adoptive families 30 days, 6 months and once yearly after finalization for the purpose of assessing family adjustment to ascertain unmet needs. The counselor shall provide families with information and referral to needed services such as a list of adoption competent therapists in the area and support groups scheduled. This contact may be telephonic or through written surveys and all contact will be documented in FSFN.
2. The Post Adoption Specialist will work in conjunction with Child Protective Investigators on investigations that involve children in adoptive placement with legal finalized adoptions. When appropriate, the Post Adoption Specialist will make joint visits with the CPI and document all pertinent information in FSFN.
3. The Post Adoption Specialist will provide support services to adoptive families using all available community resources to help facilitate and maintain a viable finalized adoption.
4. The Post Adoption Specialist will make contact with all families seeking post-adoption services within one business day of the request for services, and complete a referral to needed services for those families. Provide short term case management as needed, including but not limited to assistance with and information on: support groups for adoptive parents and their adopted children, training available to adoptive families, subsidy inquires, securing necessary mental health, behavioral, dental, medical, therapeutic and related services for children with developmental disabilities, if applicable, for the adopted child.
5. Document the provision of post-adoption services in FSFN within 48 hours.
6. Conduct scheduled monthly support groups for adoptive families and/or children, including a support group for teens who have been adopted.
7. Coordinates presentations by expert speakers regarding specific adoption-related topics as well as outings and other planned leisure activities for adoptive parents and children.
8. Provide notification to adoptive families of opportunities for training, support and family centered activities and benefits available in the community. This information may be disseminated through a variety of mediums such as the agency website, Facebook page, quarterly newsletter and other appropriate venues.
9. Development of “buddy families”, “mentoring families”, “respite families” and tutors from within the adoptive parent community.
10. Organize and conduct training for mental health professionals based on the Rutgers University Adoption Competency curricula for mental health professionals at least

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

once a year and update the Explore Adoption website based on those professionals who complete the training.

11. The Adoption Specialist will provide Post-Placement Supervision through monthly home visits. The time of finalization will be based upon the successful completion of Post-Placement Supervision.

OTHER ESSENTIAL FUNCTIONS:

1. Staff travels between multiple work sites and in multi-county service region.
2. Provide training and marketing activities on a flexible basis that includes evening and weekend availability.
3. Transports clients as needed.

Physical and Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

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

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: ☐ Minimal ☒ Moderate ☐ Frequent

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

* Not Anticipated

Copy received by:

Date: _____

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