POSITION TITLE: Kinship Specialist

**POSITION OBJECTIVE:** License and support Level 1 foster homes for children in the custody of DCF/NWFHN. Ensure timely licensure of families and necessary support is provided as well as maintain data integrity.

**ESSENTIAL FUNCTIONS MAY INCLUDE:**

* Meet with all relative, non-relative, and kinship caregivers to explain and initiate Level 1 licensure of these families.
* Conduct home studies and complete all related documentation.
* Collect and interpret all required documents for licensure.
* Ensures proper documentation of all activities in Florida Safe Families Network (FSFN) within 48 hours of activity.
* Participate in team meetings and/or individual supervision to review ongoing foster home needs to ensure the family and system needs are met.
* Conduct home visits and contacts with families and complete required documentation
* Assist foster parents in meeting needs for training and education
* Works with Kinship Navigator and Case Manager to determine any family needs and meet those needs.
* Participate in and facilitate foster parent support activities (i.e. support groups, foster parent association meetings, and training events)
* Develop written materials for the Level 1 licensure program
* Conduct community outreach as needed
* Exhibit expertise in Licensing Administrative Code Requirements and CFOPs
* Participate in the quality improvement process.
* Demonstrate problem-solving and teamwork.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS:**

REQUIRED:

* Must meet one or more of the educational requirements set forth in Attachment “A”.
* Child Protection Professional Certification (may obtain within 6 months of hire date)

PREFERRED:

* Multiple forms of child welfare or child welfare related experience
* Prior experience with foster home licensing

SKILLS:

* Excellent assessment skills and intervention strategies
* Ability to act with a high level of independent judgment
* Ability to organize and prioritize work tasks
* Ability to handle confidential information appropriately
* Strong verbal and written communication
* Ability to resolve conflicts in a professional manner
* Ability to make home visits and to travel
* Awareness of social, economic, cultural and environmental factors and their impact on family functioning
* Knowledge of community resources
* Ability to work flexible hours as required
* Knowledge of professional ethics relating to child protection and counseling
* Skills in employing family-centered practice and trauma informed care
* Ability to use and proficiency in computer software applications
* Ability to act decisively when necessary to protect clients

**Positions Supervised:** None

**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

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Name (Print) Supervisor’s Name (Print)

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Employee’s Signature Supervisor’s Signature

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Date Date

**ATTACHMENT “A”**

**CHILD WELFARE POSITION EDUCATIONAL MINIMUM REQUIREMENTS**

All applicants for child welfare positions requiring Child Welfare Certifications must meet one of the following minimal educational/experience requirements in order to be eligible for consideration for said positions.

Option 1: An associate degree from an accredited college or 60+ college credits from an accredited college or university **AND** one of the following:

* Two years of professional work experience (see examples below); **OR,**
* Two years of full-time social work or human services experience.

Examples of professional work experience could be, although not limited to:

* Guardian Ad Litem or similar child advocate role
* Family support worker
* Teacher’s assistant/aide
* Child Care provider/worker
* Therapeutic assistant
* Behavior health Technician
* Family intervention specialist
* Home health aide
* Nurse (LPN or RN) or similar profession
* Nursing facility assistant
* Emergency Medical Services (EMS)
* Other professional jobs that require an assessment of factors that can contribute to trauma or protective capacities with children and families.

Option 2: A high school diploma or GED equivalent (official transcripts required) **AND** one of the following:

* Four + years of full-time social work or human services experience.

Option 3: A Bachelor’s Degree for those without relevant professional experience, social work, or human services experience.