

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:

- Meet with all relative, non-relative, and kinship caregivers to explain and initiate Level 1 licensure of these families.
- Conduct home study assessment and complete all related documentation.
- Ensure families are licensed timely and within timeframes provided by Kinship Program Supervisor
- Ensure at least four initial licenses and up to two relicensure packets are submitted each month.
- Conduct self-review of work to ensure accuracy and completeness.
- 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 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:

- Bachelor's degree from an accredited university or a combination of education and experience sufficient to meet credentialing requirements for a child welfare certification through the Florida Certification Board. (See attached exhibit)
- Child Welfare Certification (Must obtain within 6 months of hire date)
- At least two years working with children or in a social service capacity

NWF Health Network
Kinship Specialist

PREFERRED:

- Child Protection Professional Certification
- Multiple forms of child welfare or child welfare related experience
- Prior experience with foster home licensing

SKILLS:

- Excellent assessment skills and intervention strategies
- Knowledge of childhood development and related mental health processes.
- Knowledge of child abuse or neglect reporting procedures and methods.
- Knowledge of child and family histories, habits, tendencies, general behaviors, etc.
- Knowledge of agency's organizational structure, standard operating procedures, and policies.
- Ability to establish effective working relationships with clients, co-workers, supervisors and other individuals in a diverse arena.
- Ability to communicate effectively and professionally, verbally and in writing.
- Computer skills to include basic knowledge of FSFN, Outlook, Excel, and Word
- Ability to understand, familiarize and apply guidelines and procedures.
- Ability to work independently and utilize critical thinking skills, as well as initiative to maximize ability in meeting deadlines.
- Knowledge of community resources
- Ability to work flexible hours as required
- Ability to resolve conflicts in a professional manner
- Ability to make home visits and to travel

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.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date

**EDUCATIONAL REQUIREMENTS FOR POSITIONS REQUIRING CHILD
WELFARE CERTIFICATIONS**

Qualifications:

- A high school diploma or GED equivalent and four years of law enforcement experience or active military service (honorably discharged or status that current service reflects serving honorably); **or**
- An associate degree or 60+ credit hours from an accredited college or university and two years of professional work experience (see examples below) or two years of law enforcement experience or active military service (honorably discharged or status that current service reflects serving honorably); **or**

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

Guardian Ad Litem or similar child advocate role

Family Support Worker

Group Home Worker

Teacher's Assistant/Aide

Daycare Provider/Worker

Therapeutic Assistant

Behavioral Health Technician

Family Intervention Specialist

Home Health Aide

Nurse (LPN or RN) or similar profession

Nursing Facility Assistant

EMT

Other welfare, education or medical professional jobs that occur in high-paced, high-stress environments that require critical decision-making to occur

- A bachelor's degree from an accredited college or university.

An official letter from the college/university registrar or unofficial transcriptions with anticipated graduation dates and credits earned must be provided for all diploma/degree requirements.

Proof of conferred degree such as official transcripts or copy of diploma/degree must be provided within 30 days of hire as a condition of employment.

Successful candidates must obtain a Florida Child Protective Investigator Certification from the Florida Certification Board within 12 months after obtaining provisional certification. All staff in direct care positions must maintain certification as a condition of employment. Information regarding certification can be found at: [Florida Certification Board](#).