



## **Foster Family Support Specialist**

**POSITION OBJECTIVE:** Support and relicense foster families for children in licensed out-of-home care under the supervision of NWFHN/DCF.

### **ESSENTIAL FUNCTIONS:**

- To meet and maintain the NWF Health Network (NWFHN) Foster Family Support caseload standards and goals
- To represent NWFHN at booths/speaking events as well as internal meetings as requested by the Foster Family Support Program leadership.
- To provide foster families and/or ensure foster families are linked with opportunities to receive all necessary trainings and to ensure that trainings are complete, current, and compliant with program.
- To relicense all Foster Homes on the caseload in a timely manner.
- To visit Foster Homes quarterly and as needed to ensure Foster Care quality standards are met and to comply with NWFHN/DCF expectations.
- To provide exceptional support for all NWFHN Foster Families and to assist with providing 24-hour on-call support/coverage to the families, which includes, but is not limited to, answering/returning calls related to placements and emergency support requests in a timely manner.
- To maintain updated case records, files, and database records efficiently and accurately
- To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences and to ensure that all training requirements for certification as well as those required by NWFHN, statutes/administrative codes, and/or NWFHN/DCF are fulfilled annually.
- To perform all other duties as assigned.

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 required for eligibility for a child welfare certification by the Florida Certification Board. (See Requirements in Attachment). Child Protection Professional Certification (may be completed within first 6 months)



## Foster Family Support Specialist

### SKILLS:

- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgement
- Ability to apply strategic planning to team activities
- Ability to establish, maintain and strengthen relationships with system and community partners
- Ability to observe and report accurately on the functioning of individuals and families
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- 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 serving children and families
- Skills in employing family-centered practice and trauma informed care
- Ability to use and be proficient in computer software applications
- Ability to effectively resolve conflict

I have read and understand this job description and hereby certify that I am qualified to perform this job.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Foster Family Support Specialist

### 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 Welfare 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](#)