

**NWF Health
Network**
Family Finder Specialist

POSITION OBJECTIVE: Acts as a point of contact for all related duties in searching for immediate and extended family members of children placed in out-of-home licensed care in the dependency system in the assigned Circuit and providing system navigation, as needed.

ESSENTIAL FUNCTIONS:

- Perform detailed search of immediate family members and extended family members to complete family trees and identify possible relative placements
- Explore all family connections and assess the willingness/availability of family members to participate in the dependency system to offer the best placements for children in care
- Connect extended family and informal supports to the family to work with improving safety concerns, permanency and well-being of children
- Ensure accuracy of data in FSFN
- Demonstrate problem-solving and teamwork
- Participate in the quality improvement process
- 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).

PREFERRED:

- Multiple forms of child welfare or child welfare related experience
- Florida Child Welfare Certification (must be obtained within 6 months of hire)

SKILLS:

- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgment
- Ability to identify environmental stressors
- Ability to observe and report accurately on the functioning of individuals and families
- Ability to handle confidential information appropriately

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- 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 act decisively when necessary to protect clients
- Ability to effectively resolve conflict

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

Family Finder 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 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](#)