

## JOB POSTING

### REVIEW SPECIALIST

The Review Specialist (RS) is primarily responsible for preparing, coordinating and facilitating review hearings conducted by Florida Foster Care Review's Citizen Review Panel (CRP) program. The Review Specialist is also responsible for collecting data during the review and producing the CRP's findings and recommendations report. The Review Specialist supports the management of volunteers and participates in the training and evaluation of CRP volunteers. The Review Specialist attends court hearings and relevant child welfare and community meetings/events as assigned.

#### GENERAL RESPONSIBILITIES

- Timely completion of all duties related to the CRP review process, including, but not limited to: case file review and abstraction of pertinent information, preparation of documentation required for CRP volunteers, professional staffing of the review process, collection of data at the review, and providing technical and legal information to the volunteers throughout the review process.
- Supervises and advises CRP program volunteers during the reviews.
- Ensures timely, accurate and thorough preparation of the CRP's Recommendations and Findings report subsequent to each review hearing.
- Presents and advocates for the CRP's recommendations at post judicial review hearings before the Juvenile Court.
- Participates in the development and implementation of volunteer and staff training.
- Participates in the development, review and updating of policy and procedures related to the review process and agency mission and goals.
- Represents Florida Foster Care Review at child welfare and community meetings and events as requested.
- Other duties/projects as assigned.

#### WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

#### QUALIFICATIONS & EDUCATION

To perform this job successfully, an individual must be able to perform each essential

duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of a Bachelor's Degree in Social Work or a related field
- Minimum of three (3) years of 'front-line' experience in child welfare and the dependency court system
- Mastery of a broad range of child welfare related administrative practices, laws policies, and regulations related to child welfare, and the local child welfare system, practices and community resources
- Prior experience and excellent skills working with a database and data collection methods
- Excellent interpersonal skills and ability to work as team member and a positive, hopeful attitude towards child welfare work is essential
- Exceptional writing and grammar skills and general written and communications abilities
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem-solve
- Excellent group facilitation skills and high level of comfort presenting to and training groups
- Strong interpersonal skills demonstrating the ability to remain calm, respectful and manage frustrating and difficult situations and individuals
- Experience and skills working with dynamic work situations and environment
- Prior experience working with or managing volunteers is preferred
- Strong organizational, written and communication skills
- Exceptional computer skills, including mastery of Microsoft Office applications
- Team player who is willing to handle small and large tasks

#### COMPENSATION & BENEFITS

Full-time/Exempt position reports to the CRP Program Manager. Compensation commensurate with experience.

Florida Foster Care Review currently offers a competitive compensation and a benefits package (eligible after probationary period) that includes the following:

- Medical, Dental & Vision Insurance
- Vacation
- 403 (b) retirement plan
- Life Insurance and Short Term Disability



Please email a resume and cover letter to Vanessa Muñoz, Program Director, at [vmunoz@fostercarereview.org](mailto:vmunoz@fostercarereview.org). No phone inquiries please.

Florida Foster Care Review embraces equal employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, immigration/citizenship status, disability, and/or protected veteran status.