

## JOB POSTING

### PERMANENCY ROUNDTABLE SPECIALIST

The Permanency Roundtable Specialist facilitates initial and follow up roundtable sessions and engages in *family finding* activities. Working closely with the PRT Program Manager and the PRT Outreach Specialist, the Permanency Roundtable Specialist ensures the active pursuit of permanent connections and families for all children and youth served by the program.

#### GENERAL RESPONSIBILITIES

- Facilitate initial and follow up permanency roundtable (PRT) sessions and youth-centered roundtable (YCRT) sessions
- Coordinate follow up PRT/YCRT sessions
- Conduct home visits as needed for YCRTs
- Develop permanency action plans and follow up reports and ensure that all participants receive a copy in a timely manner
- Conduct searches for family members of children in out-of-home care and gather information for/from extended family/kin in an effort to establish permanent relationships/connections
- Complete tasks outlined in the permanency action plans and follow up reports as necessary
- Enter case level data into the master spreadsheet and/or database and complete various monthly data reports
- Work with FFCR leadership to publicize and promote PRT outcomes and system barriers to achieving permanency
- Attend local and state trainings and meeting to learn skills and strategies to support best practices of the PRT Program
- Participate in FFCR volunteer trainings as needed
- Attend local child welfare meetings and the annual statewide DCF Dependency Summit as needed
- 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.

### Education & Experience

- Minimum of a Bachelor's Degree in Social Work or related field
- Minimum of five (5) years of professional experience in Miami-Dade's child welfare system (experience in another child welfare system or with permanency planning will be considered)
- Experience with family searching preferred

### Skills & Proficiencies

- Extensive knowledge of community resources
- Strong organizational skills
- Excellent oral and written communication skills
- Strong presentation skills
- Exceptional computer skills, including mastery of Microsoft Office applications
- Exceptional group facilitation and leadership skills
- Exceptional interpersonal skills
- Ability to manage multiple assignments and deadlines with minimal supervision
- Ability to consistently follow procedures requiring a high level of detail

### Personal Qualities & Competencies

- Comfort learning and working with databases
- Personal commitment to ensuring that all children in foster care grow up in a permanent family
- Persistent and determined in the face of resistance
- Unwilling to accept "business as usual" in the child welfare system
- Team player who is willing to handle small and large tasks
- Positive, strength-based and supportive attitude

## **COMPENSATION & BENEFITS**

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

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

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.