

JOB POSTING

ENGAGEMENT SPECIALIST

Florida Foster Care Review's Permanency Roundtable (PRT) Program works to achieve legal permanency and lifelong permanent connections for children and youth in the foster care system. The Engagement Specialist is a member of the PRT Program team and is guided by the Permanency Roundtable (PRT) Program Manager. The Engagement Specialist collaborates closely with the programs PRT Specialists who facilitate roundtable sessions, serves as a member of roundtable teams, and completes assigned permanency action plan items. This position also provides an important communications link between PRT team members, potential lifelong connections, and community resources.

GENERAL RESPONSIBILITIES

- Serve as a team member on assigned roundtables
- Scribe during Initial and Follow Up Permanency Roundtables (PRTs) or Reunification Roundtables (RRTs), as assigned
- Complete specified permanency action plan tasks in an effort to achieve permanency for the youth and to pursue opportunities to increase the number of potential permanent relationships and natural and community supports for the youth and/or the parents. Activities include but are not limited to conducting *Family Finding* strategies and activities; engaging family, non-relatives and other supportive adults currently or formerly connected to the youth or family in the roundtable process; connecting youth, parents and families to supportive services and resources; and working closely with caregivers, parents, child welfare stakeholders and partners to achieve permanency goals
- Assist PRT Specialists with engaging youth 14+ who participate in Youth Centered Roundtables (YCRTs)
- Engage and provide support to PRT team members in the completion of Permanency Action Plan tasks
- Enter participant and outcome data into a master spreadsheet and/or database and complete monthly activities report
- Assist with preparation of PRT Program-related events and trainings
- Participate in PRT Program and organizational events and trainings
- Attend local and state trainings and meetings to learn skills and strategies to support best practices of the PRT Program
- 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. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear, and may be required to regularly drive within Miami-Dade County to participate in permanency roundtables. The employee is frequently required to stand, walk and sit.

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. They also outline the competencies and commitments required to be successful in the position and at FFCR. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's Degree (in Social Work or related field preferred)
- Minimum of three (3) years of professional experience and a minimum of two (2) years of experience working with children and families involved in the child welfare system
- Experience with family finding strategies and techniques strongly preferred
- Experience with family/client-centered practices, including the Trauma Informed Care framework and principles and practices preferred
- Experience facilitating collaborative group decision making preferred

Skills, Knowledge & Proficiencies

- Extensive knowledge of community resources
- Exceptional engagement and listening skills and the ability to develop meaningful connections with others
- Strong organizational skills
- Detail-oriented and accurate
- Strong oral and written communication skills
- Exceptional computer skills, including mastery of Microsoft Office applications, particularly Microsoft Word and Excel
- Ability to manage multiple assignments and deadlines with minimal supervision
- Ability to consistently follow procedures requiring a high level of detail
- Strong leadership skills
- Excellent interpersonal skills

Competencies & Commitments

- Committed to actively engaging in self-reflection to explore and address implicit biases and to participating in organizational activities that promote racial equity, diversity and inclusion within FFCR and on behalf of those we serve
- Open and interested in learning new skills and practices
- Responsive to receiving constructive feedback and able to provide feedback in a productive manner
- Persistent and determined in the face of resistance
- Unwilling to accept "business as usual" in the child welfare system
- Team player who supports other team members both in word and deed
- Committed to ensuring that all children in foster care have a permanent family
- Willing to tackle small and large tasks to accomplish objectives
- Positive, strength-based and supportive attitude

COMPENSATION & BENEFITS

Florida Foster Care Review currently offers 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. 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.