

## **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
- Supervise and advise CRP program volunteers during the reviews
- Ensure timely, accurate and thorough preparation of the CRP's Recommendations and Findings report subsequent to each review hearing
- Participate in the development and implementation of volunteer and staff training
- Participate in the development, review and updating of policy and procedures related to the Citizen Review Panel program and agency mission and goals
- Present and advocate for the CRP's recommendations at post judicial review hearings before the Juvenile Court as needed
- Represent Florida Foster Care Review at child welfare and community meetings and events as requested
- Participate in professional development trainings and events throughout the year
- 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 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**

- 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
- Prior experience working with or managing volunteers is preferred
- Prior experience and excellent skills working with a database and data collection methods
- Experience and skills working with dynamic work situations and environment

### **Knowledge & Proficiencies**

- 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
- Exceptional writing and grammar skills and general communications skills
- 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 difficult situations and individuals
- Exceptional computer skills, including mastery of Microsoft Office applications

### **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, and a positive, hopeful attitude towards child welfare work is essential
- 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 CRP 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.