

JOB POSTING
PERMANENCY ROUNDTABLE SPECIALIST

Florida Foster Care Review (FFCR) advances the safety, stability and success of children and young adults in foster care by connecting them to forever families, supportive adult relationships, critical services and new opportunities. We use strength-based and trauma-informed practices to promote an organizational culture that values diversity, inclusion, equity, interdependence and self-care.

FFCR currently offers our team members:

- Competitive Salaries and Potential for Bonus Pay
- Remote and Hybrid Work Arrangements
- Employer Paid Health, Dental/Vision and Life for Employees
- Employer Contribution to Insurance Premiums for Qualifying Dependents
- Voluntary Short Term Disability Insurance
- Generous Paid Time Off (PTO) Accrual and Annual Rollover Policy
- 10 Annual Paid Holidays Plus Extended Paid Time Off During the November/December Holiday Season
- Retirement Plan
- Professional Development Opportunities
- Annual Staff Retreats, Team Building and Self-Care Activities

GENERAL RESPONSIBILITIES

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 PRT Specialist is an integral member of the PRT Program team and facilitates roundtable sessions, engages with members of roundtable teams, and works closely with community partners to accomplish program goals. With the guidance of the PRT Program Manager and in collaboration with the Community Partnerships Specialist, and the program's Peer Support Specialist, the PRT Specialist ensures the development and active implementation of permanency action plans for children and youth, creates a collaborative, strength-based, solution-focused process, and promotes a high level of team accountability.

- Facilitate Initial and Follow Up Permanency Roundtable (PRT) sessions, Youth-Centered Roundtable (YCRT) sessions for youth ages 11 or older, and/or Reunification Roundtable (RRT) sessions for all children assigned
- Coordinate Initial RRT and YCRT sessions and all roundtable Follow Up sessions (another team member coordinates Initial PRT sessions)
- Depending on the permanency goal, PRT Specialists engage parents, youth and families in addition to case managers, caregivers, service providers and community partners to participate in permanency roundtables
- Complete specified permanency action plan tasks, including but not limited to working closely with caregivers, case management, and with parents to identify the family's strengths, needs, concerns, and priorities; connecting youth, parents and families to supportive services and resources; and pursuing opportunities to increase the number of potential permanent relationships and natural supports for the youth and/or the parents
- Conduct home visits and actively engage youth participating in YCRTs in their permanency plan
- Conduct welcome calls to parents and others participating in RRTs
- Develop permanency action plans and follow up reports and provide to roundtable participants in a timely manner
- As needed, conduct or facilitate searches for family members of children in out-of-home care and gather information for/from extended family/kin, fictive kin, and others in an effort to establish permanent relationships/connections
- Enter participant and outcome data into a master spreadsheet and/or database and complete monthly reports

- Help publicize and promote PRT outcomes and address system barriers to permanency for children and youth in foster care
- 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

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 related field
- Minimum of two (2) 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 finding strategies and techniques strongly preferred
- Experience with family/client-centered practices, including the Trauma Informed Care framework and principles and practices strongly preferred
- Experience with permanency planning and successfully overcoming challenging and/or complex barriers to permanency preferred
- Experience facilitating collaborative group decision making preferred

Skills, Knowledge & Proficiencies

- Mastery of a broad range of national, state and local child welfare-related practices, laws, policies, regulations and procedures
- Extensive knowledge of local and statewide community-based and governmental resources for children, families, foster families and young adults involved in the child welfare system
- Exceptional group facilitation and leadership skills
- Excellent problem-solving and conflict resolution skills
- Exceptional interpersonal skills
- Excellent engagement and reflective-listening skills
- Excellent oral and written communication skills
- High level of comfort presenting to and training individuals and groups
- Exceptional computer skills, including mastery of Microsoft Office applications, especially Word, Excel and Outlook
- Comfort learning and working with databases, spreadsheets, and data entry
- Ability to manage multiple assignments and deadlines with minimal supervision
- Ability to consistently follow procedures requiring a high level of detail

Competencies & Commitments

- Open-minded and interested in learning new skills and practices
- Responsive to supervision and receiving constructive feedback

- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Projects a positive, hopeful attitude regarding all parties, participants and professionals in the child welfare system
- Willing to engage in creative, cooperative strategies to overcome system barriers and achieve positive outcomes
- 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
- Committed to expanding own cultural competence and actively engaging in practices, organization-wide training, and learning opportunities that elevate diversity, equity and inclusion within the organization and on behalf of those served by FFCR
- Willing to tackle small and large tasks to accomplish objectives
- Positive, strength-based and supportive towards colleagues, child welfare stakeholders, volunteers and others

WORKING CONDITIONS AND ENVIRONMENT

Work may take place at FFCR’s office, a remote business or public location, and/or the employee’s home. When working from a remote location, including from home, employee must have prior approval and must have a private, quiet space and secure, password protected, high speed internet that is not accessible by the general public. Participation in videoconference meetings for extended periods of time is required on a daily basis. 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. 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.

COMPENSATION & BENEFITS

- Full-time/Exempt position
- Starting Salary: \$55,000-\$60,000; compensation commensurate with experience

Benefits includes the following:

- Medical, Dental & Vision Insurance (100% of employee premium covered by FFCR; 50% for qualifying dependents)
- Paid Time Off (PTO)
- Paid Holidays
- 403(b) Retirement Plan
- Life Insurance
- Short Term Disability

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.