

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Specialist Child Specific Adoption Recruiter (WWK)</i>	DIVISION: <i>Family Services-Wendy's Wonderful Kids</i>	DEPARTMENT: <i>Adoptions</i>
WORKING TITLE: <i>Social Program Specialist Child Specific Adoption Recruiter (WWK)</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>716000 Social Program Administrator 2</i>	JOB STATUS: <i>Full-time (flexible work hours) – 12 month grant position</i>
CLASSIFICATION NO.: <i>69411</i>	PCN: <i>Click here to enter text.</i> PAY RANGE: <i>22</i>	REVISION DATE: <i>5/18</i>
EQUIPMENT USED: <i>telephone calculator printer video equipment computer copying machine automobile cell phone</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate major program core requirements in social or behavioral science plus 12 mos. exp. in delivery of social services, or completion of graduate major program core requirements in behavioral or social science, excluding taking of comprehensive examination or writing thesis, plus 6 mos. exp. delivering social services.</i> PREFERRED: <i>Bachelor's degree plus 5 yrs. post relevant exp. or Master's degree plus 1yr. exp. (education areas could include communications, journalism, marketing or social work). LSW/Certified Adoption Assessor. Must be willing to work flexible hours, including weekends and after 4pm. Out of county travel is mandatory due to WWK partnership with other Child Welfare agencies in Ohio. Role will include flying/travel to other states to aid in the recruitment and placement of a pre-adoptive child. Knowledge and experience in working with at risk populations including foster and post adoptive youth.</i>		
PURPOSE: <i>Employee serves as child specific adoption recruiter to develop and implement recruitment plans for children needing adoptive parents; works closely with the Adoptions Department, other Program staff; out of County Child Welfare /Adoption Agencies to assist with child specific recruitment/placement of youth for adoption. Follows the guidelines for recruitment as outlined by the Dave Thomas Foundation. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The grantee/employee will contribute adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency, & Wellbeing for the families serviced by the agency.</i>		

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 Child Specific Adoption Recruiter (WWK)
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JOB DUTIES:

- 40% *Adheres to the tracking system set forth by the Dave Thomas Foundation – Child Trends. Develops and Completes updates and resource elements for each child assigned. Completes SACWIS elements as Outlined by FCCS.*
 - 25% *Assists with development/collaboration of outreach programming in Ohio/Nationally, eliciting community support and involvement in recruitment efforts; develops personalized recruitment strategies, for youth assigned Under the PCC status of FCCS. Visits at least monthly child at their placement site; Prepares them for adoptive placement; update life books, assist child with adoptive placement transition (May involve Out of state travel on holidays and weekends). Must be able to fly with a child to adoptive plac make visits to a child in ICPC or Kin Pre-adoptive status.*
 - 10% *Assignment as a WWK worker to contiguous Child Welfare Agencies (Of Franklin County). Mandatory attendance at the out of county child welfare agency will include: monthly visits to the foster home and meeting with the foster parent, participation in team/SAR/ management meetings, Court and other recruitment activity will be required.*
 - 10% *Assists with media and community outreach efforts through speaking engagements; produces news releases and feature stories, PSAs, brochures and other collaterals as outlined by Dave Thomas Foundation and FCCS . Completes child study inventory/CSI updates as needed for assigned WWK youth.*
 - 10% *Attends adoption staffing, pre -PCC staffing at region, staff development and department meetings at FCCS to acquire information and updates on children who will need recruitment. May include assignment of PPLA cases for the purposes of permanency planning. Maintains Adoption Assessor certification.*
 - 5% *Performs other related duties as assigned.*
- *Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

List no. of positions and Class Titles of positions supervised

 Signature of Agency Representative

 Date