

# Kinship Search Specialist

If you are interested in applying, please submit a cover letter and resume to Sarah Chesley, via email – [sarah.chesley@cnswfl.org](mailto:sarah.chesley@cnswfl.org)

- Children's Network of Southwest Florida, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

## **General Purpose of Position (Full job description will be provided upon interview)**

To help decrease the number of children placed in foster homes by identifying, training, assessing and maintaining placements with relatives and non-relatives through coordination and provision of post placement support services.

## **MINIMUM REQUIREMENTS**

### **Education / Experience / Certification**

- ◆ Bachelor's degree from an accredited college or university in Human Services or other related field.
  - ◆ Official transcripts are a mandatory requirement
- ◆ Current Certification as a Child Protection Professional - preferred
- ◆ A minimum of one (1) year of experience as a child welfare case manager, child protective investigator or other child welfare experience
- ◆ Public speaking skills preferred - Must be proficient in Microsoft Office Applications

### **Essential Duties and Responsibilities**

- ◆ Promoting the Kinship Search Program and the importance of relative placements through training sessions and community presentations
- ◆ Completing family assessments through the home study process, licensure and re-licensure of Kin caregivers homes.
- ◆ Provide and locate ongoing support services for Relative/Non-Relative Caregiver families regardless if cases are active or closed. Develop ongoing resources for Relative/Non-Relative Caregivers and make them accessible both electronically and manually.
- ◆ Follow-up support on initial placements and assist Child Welfare Case Managers, as needed, to ensure placement recommendations are completed
- ◆ Attend appropriate staffings in order to advocate for the best interest of the children served
- ◆ Track and log all appropriate information for monthly reports
- ◆ Traveling throughout the Circuit
- ◆ Other duties may be assigned as special projects may be requested

### **Certificates, License, Registrations, background checks, drug screens**

- Valid driver's license required, a clean driver's license check (required), and proof of insurance
- Drug Screening is required
- Children's Network participates in E-Verify
- Criminal background screening mandatory (local law enforcement / FBI / FDLE, and Abuse Registry)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying