



ADOPTION SPECIALIST

Start Date: 11/8/2022

End Date: Open

If you are interested in applying, submit your cover letter and resume to Sarah Chesley
sarah.chesley@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, 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)

The Adoption Specialist is responsible for the oversight and promotion of adoptions recruitment and retention activities within the Children's Network of Southwest Florida. The person in this position will:

1. Develop and implement adoption recruitment and retention activities
2. Participate in the Quality Management activities
3. Identify System of Care needs and provide technical assistance to CMO's and any type of guidance required

Essential Duties and Responsibilities

Monitor the Case Management Organizations' compliance with adoption performance measures

- Review adoption home study and subsidy packets for compliance and approval
- Process enhanced subsidy requests
- Complete bi-monthly staffing of all cases in the adoption units
- Participate in required staffings, to include sibling separation and family selection
- Compile the Adoption Monthly report
- Maintain database of post adoption cases
- Review abuse reports received on post-adopt families and ensure appropriate follow-up, as needed
- Maintain database of local families available for adoption

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Bachelor's Degree from an accredited college or university; and a minimum of four (4) years of related experience in a child welfare related field.
- ◆ Official transcripts are a mandatory requirement
- ◆ Child welfare certification is preferred
- ◆ Excellent case management and organizational skills is a must
- ◆ Strong problem solving and decision-making skills
- ◆ Requires the ability to establish and maintain positive working relationships with others

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)

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

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