

# Family Finder Program Coordinator II



**Posting Start Date: 1/19/23**

**Posting End Date: Open**

If you are interested in applying for this position, please submit your cover letter and resume to Awilda Mercado via email – [awilda.mercao@cnswfl.org](mailto:awilda.mercao@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)**

This position is responsible for coordination of the Family Finder Program to locate, engage and recommend safe placement of children with relatives and non-relatives in collaboration with the Child Protective Investigators (CPI) and Case Managers (CM). This position will support CPI and CM staff in family finding efforts by identifying all possible connections of the child through engagement of the child and family members. Family Finder will assess identified kin caregivers through the homestudy process, advise Case Managers of the recommendation, and have the homestudy filed with the court. This position must have a strong value and belief system that children do best when placed with kin, which minimizes trauma for the child(ren) being removed from their home and enhances child well-being.

**MINIMUM REQUIREMENTS**

**Education / Experience / Certification**

- ◆ Bachelor's degree from a four (4) year 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 – or eligibility upon hire
- ◆ Ability to establish and maintain positive working relationships
- ◆ Strong problem-solving and decision-making skills

**Essential Duties and Responsibilities**

- ◆ Coordinate the implementation of the Family Finders program
- ◆ Identify, locate, and assess family connections and kin caregivers
- ◆ Complete homestudies on identified kin caregivers
- ◆ Participate in transition staffings and MDTs as needed to coordinate placement with kin caregivers
- ◆ Provide ongoing supports to kin caregivers and connect them with community resources
- ◆ Coordinate training and assist in the development of the program goals
- ◆ Additional Essential Duties are on the full job description

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

- Valid driver's license required
- Clean Driver's License check is required
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (local law enforcement and 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**