

# Family Finder Supervisor

**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.mercado@cswfl.org](mailto:awilda.mercado@cswfl.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 manage the daily operations of the Family Finder Unit which focuses on decreasing the number of children placed in foster homes by identifying, assessing, and maintaining placements with relatives and non-relatives through coordination, home study completion and provision of post placement support services. This position supervises Family Finder staff; and coordinates service delivery to ensure that client needs, program goals, and contract objectives are effectively met. This professional will ensure Family Finder Specialists assist case managers help children maintain family connections by helping link relatives and non-relatives to services in the community, both formal (community providers) and informal (family, friends, neighbors, church, school, etc.) resources to strengthen the family connection while ensuring the safety of the children.

**MINIMUM REQUIREMENTS**

**Education / Experience / Certification**

- ◆ Bachelor's degree from an accredited college or university in Human Services or another related field.
  - ◆ Official transcripts are a mandatory requirement
- ◆ Current Certification as a Child Protection Professional.
- ◆ A minimum of two (2) years of experience; and
- ◆ Prior supervisory experience preferred

**Essential Duties and Responsibilities**

- ◆ Supervise and direct all activities related to the Family Finder Program to include efforts to identify, assess and maintain placements with kin caregivers.
- ◆ Assign Home Studies and other duties to staff.
- ◆ Ensure Home Studies are completed timely; staffings to discuss results of Home Studies are completed timely and assist staff to ensure relatives and non-relatives access services timely.
- ◆ Review completed Home Study packets and other work products with Specialists to ensure staff complete all documentation and reports in a professional and timely manner.
- ◆ Foster relationships between family members, partners, community members, and the education system. Identify and understand what resources are available and build and maintain effective working relationships within a network of systems. Ability to network with, educate and involve community stakeholders. Assist Family Finder staff to ensure relatives and non-relatives access services timely.

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

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| ➤ Valid driver's license required  | ➤ Drug Screening is required   |
| ➤ Driver's license check is required                                     | ➤ E-Verify (US Citizenship Verification) is required                           |
| ➤ No special certification or registration is required for this position | ➤ 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**

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