



# Adoption Case Manager

Start Date: 2/9/2024

End Date: Open

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If you are interested in applying, please submit your cover letter and resume to Human Resources via email [hr@cnswfl.org](mailto:hr@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.
- Children's Network provides medical, dental, 401K, paid vacation, sick leave, and holidays.

## **MINIMUM REQUIREMENTS**

- ◆ A Bachelor's degree from a four-year accredited college or university with a minimum of two (2) years of child welfare related experience OR an advanced degree in social work or a comparable human service field.
  - Official transcripts are a mandatory requirement.
- ◆ Must have a working knowledge of community services in our local five (5) county area. The ability to establish and maintain positive working relationships is also a must.
- ◆ Adoption Competency training (preferred)

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

To provide adoption case management for children with a goal of Adoption and where a petition for termination of parental rights has been filed. This position provides direct case work support to families adopting children with needed case management, transition assistance and services, while adhering to relevant legal and policy requirements governing adoptions. The purpose is to evaluate, coordinate, and ensure that the necessary services and treatment are provided; complete required family assessments and ongoing documentation; assess families through the adoption home study process and assist by teaming with them to identify goals to maintain and strengthen the family unit and to participate in staffings to ensure permanency is being obtained timely and to maintain child safety and well-being.

## **Other Qualifications/Sills & Abilities**

- Strong organizational and problem-solving abilities
- Ability to establish and maintain positive working relationships with others
- Ability to work as a team member
- Ability to work in a multi-cultural environment
- Effective listening skills
- Verbal and written communications skills
- Must be self-motivated and can manage various work assignments simultaneously

## **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**