



POST-ADOPTION CASE MANAGER

Start Date: 2/1/2024

End Date: Open

If you are interested in applying for this position, please submit your cover letter and resume to Human Resources via email – HR@cnsfwl.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.

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

To provide ongoing support and case management for children and families with finalized adoptions. This position provides direct support to families who have adopted special needs children and need case management or service delivery, 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 contact with adoptive families and document in the case record, and provide educational and networking opportunities through support groups.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ 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 the local five (5) county area. Ability to establish and maintain positive working relationships is also a must
- ◆ Adoption Competency training (preferred)

OTHER QUALIFICATIONS

- 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 have the ability to 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