

## FAMILY SERVICES POSITION DESCRIPTION

Position Title: Permanency Worker

Employee:

Reports To: Permanency Supervisor

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, the ability to assess and respond to verbal and nonverbal cues, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics.

Worker provides direct service to agency permanency clients, which may include kinship, adoptive or foster care children and families. Services include recruitment activities, screening, completion of Family Profiles, and supervision of kinship and foster care placements. Additional services provided include completion of Child Profiles, Child Preparation Services, Child Specific Recruitment, Child Placement, and Adoption Finalizations. Worker prepares court papers and testimony for legal adoption finalizations as needed. Considerable day and evening driving throughout the county and out of county areas is required. Worker is required to have a valid driver's license, and access to reliable transportation is essential. Worker must be available to perform on-call duties for crisis situations after hours to provide support to families on a rotating basis. Worker is required to visit client's homes on a regular basis.

## Examples of Tasks Performed and Work Assigned

1. Screens adoptive/kinship/foster care applicants.
2. Conducts Family Profiles for individuals and couples.
3. Provides pre-placement adoption services.
4. Provides adoptive placement services.
5. Provides adoptive/kinship/foster care supervision in client's homes.
6. Completes legal documents for adoption and testifies at adoptive court hearings.
7. Provides Child Profile, Child Preparation, Child Specific Recruitment, Child Placement, and Adoption Finalization services.
8. Provides permanency and post-permanency services.
9. Works cooperatively with adoptive/kinship/foster parents and all agency staff to ensure coordinated delivery of services to child and family.
10. Maintains case records per agency policy and does so in a timely manner.
11. Demonstrates coordination skills in working with families, staff and other agency personnel.
12. Demonstrates an ability to advocate for client and/or motivate client to act on his/her own.
13. Establishes a professional relationship with the client.
14. Demonstrates an understanding of community organizations and their purposes.
15. Demonstrates appropriate assertiveness skills.
16. Participates in individual, group, peer and overall agency supervisory and staff development activities.
17. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality; participates as a member of a Quality team.
18. Performs other duties as assigned.

Required Education/Experience:

Bachelor's degree in social sciences. Knowledge of foster care laws preferred.

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Employee Signature

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Supervisor Signature

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Date

\_\_\_\_\_  
Date

March 2018