



Position Description

Title: Specialist – Family Finding		
FLSA Class: Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title #2010068	Salary Grade:	Licensure:
Date Approved: 11/26/2016		
Revision Date:	Revision:	

Purpose of Position

The Family Finding Specialist is a professional position that develops program goals surrounding increasing efforts to connect youth with relatives. The position utilizes independent judgment and professional expertise in developing protocols and models practices for other regions through specific case situations. Responsible for conducting internet searches for each region and seeks grant opportunities. Provides training to all regions, as well as community education and tracking/integration of outcomes in programs. This position reports to the Director of Community Based Services.

Major Duties (*Essential Element)

- Operates according to contractual obligations and Great Circle quality standards and functions within policies and procedures
- Manages Family Finding (FF) cases in the home region
- Develop protocols, models practices, and trains all regions in Family Finding program
- Responsible for community education and exploring grant opportunities
- Operates within service budget
- Provides complete and timely documentation

Working Conditions

Working in a trauma informed office or home environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Other physical demands may also include climbing, stooping, kneeling or crawling, listening, tasting or smelling as well as lifting ten pounds more frequent and occasionally 25-100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Knowledge of clinical theory, therapy, and systems. Strong customer service focus, excellent time management, oral and written communication skills. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Proficient in Word and email applications. Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds. Meet agency requirements for insurance and have a valid MO driver's license

Required Education and Experience

Bachelor's degree in Social Work, Psychology, human services, counseling, or a related human services field

Minimum of 2 years' experience in the social services field

Preferred Education and Experience

Master's degree in human services, social work, psychology, counseling, or a related human services field

Previous work in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____