

# JOB POSTING

**The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position**

## **Family Support Specialist (Tampa)**

**We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.**

### **SUMMARY**

The Family Support Specialist will provide support services to foster parents and foster children residing in-the Florida United Methodist Children's Foster Homes.

### **EDUCATION AND/OR EXPERIENCE**

- AA degree or extensive experience in child welfare work
- MAPP training certification

### **QUALIFICATIONS**

- Knowledge of foster care licensing requirements
- Experience working with children of all ages, especially children in foster care
- Experience working with foster parents, especially in providing support to foster parents and assuring foster parents receive needed support services
- Ability to assess safety issues in foster homes
- Extensive knowledge of child welfare issues
- Extensive knowledge of foster care program
- Must have an excellent driving record.
- Excellent organizational skills
- Excellent communication skills
- Proficiency in Microsoft Office (Word, Excel, Access)
- Demonstrate flexibility and initiative when dealing with changing priorities.
- Ability to sit and work at a computer terminal for extended periods
- Must have sensitivity to the service population's cultural and socioeconomic characteristics.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Monitor foster homes for safety and quality of care and identify any issues or concerns
- Assure that foster parents and children receive necessary services. (i.e. respite, mental health, Medicaid, day care, etc.)
- Provide stewardship of donor money
- Supervise office support staff.
- Make monthly visits to foster homes and coordinate visits in a timely manner, as needed
- Document the home visit on activity notes and/or monitoring forms
- Assist team with placement issues
- Assist team with office management/purchase orders
- Coordinate referrals in response to identified needs of children and foster parents with relevant organizations/agencies
- Provide emotional/physical support to foster parents and children in their care
- Assist with managing events.
- Design and monitor safety plans in response to identified issues with safety or quality of care
- Develop and maintain positive relationships with foster parents/children and community providers
- Teach MAPP class.
- Determine participants/recipients of special activities and events paid for by donors.
- Arrange and track respite for foster children.
- Track expenditures for donor money and foster parent mileage

**If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources**

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- Ability to assess and respond to training needs

## **SUPERVISORY RESPONSIBILITIES**

Manages office support staff and foster parents

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

**To apply:** e-mail resume to [jobs@fumch.org](mailto:jobs@fumch.org), or Fax to (386) 668-3363, Attn: Human Resources.

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