

JOB POSTING

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

Lead Family Development Specialist (Licensing Counselor)

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 Lead Family Development Specialist assigned to the Tampa Regional Office will be responsible for licensing foster parent applicants, relicensing current foster parents, monitoring foster homes, recruiting prospective foster parents, completing recruitment presentations, completing monthly reports and reviewing foster family files.

EDUCATION AND/OR EXPERIENCE

- Minimum of a Bachelor's degree in psychology, social work or related field
- Master's Degree preferred
- Minimum of five years experience in social work

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in child welfare preferred
- Must be proficient in Microsoft Office Suite, including Word, Excel, Access, PowerPoint and other Microsoft based software programs
- Must have interviewing and assessment skills in order to adequately assess the qualifications of potential foster parents
- Must possess organizational skills
- Must be able to communicate both verbally and in writing
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Visit Foster Homes quarterly, assess the safety of the children in care, and complete Child Status Reports
- Document contacts with foster parents in FSFN and Popular
- Complete licensing homes studies & Home Inspections
- Provide training to Foster Parents in home/office or at meetings
- Conduct Foster Parent evaluations/relicensures
- Assist in coordinating services/events for children & foster parents
- Provide supportive services to foster parents and children, as assigned
- Complete weekly and monthly reports and submit to the lead CBC agency as needed
- Attend monthly Supervisory meetings and special functions facilitated by lead CBC agency as needed
- Audit staff Initial/Re-licensing files prior to submission to the lead CBC agency as needed
- Attend or facilitate staffing for foster families

OTHER RESPONSIBILITIES

- Assure that Foster Parents are fully trained in the Professional Parenting Pre-service
- Assure that all Foster Homes meet standardized safety & licensing requirements
- Assist placement On-call after hours on a rotating schedule
- Complete monthly reports on children in care
- Assist in placement decisions
- Attend recruitment orientations

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

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- Attend and co-facilitate Professional Parenting classes as needed

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless the Family Development Specialist Supervisor is out of the office

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, or Fax to (386) 668-3363, Attn: Human Resources.

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