

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 11/09/2015  
**DATE AMENDED:** 11/09/2015

**TITLE OF POSITION:** Home Finder  
**POSITION NUMBER:** 60 - 02  
**PROGRAM:** Children's Services  
**COMPONENT:** Adoptions and Related Services (ARS)

**MINIMUM TRAINING AND CREDENTIALS:** Bachelor's degree in a social work or a related human services field from an accredited university or college and two years direct experience working with children and families. Must successfully complete the Child Protection Professional Certification (may be completed post-hire). Recertification is required within each 3-year period. Driver's license in good standing and vehicular insurance as specified by personnel policies - #3711. Reliable personal transportation, which is suited for the transportation of clients. Certification in Basic First Aid and Cardiopulmonary Resuscitation (may be obtained post-employment).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Component Director, Adoptions

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$34,250 prior to completion of Phase 1 Child Protection Professional Training  
\$35,250.00 following successful completion  
\$36,250 Fully Capable

**WAGE AND HOUR STATUS:** Non-Exempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:\***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Develop targeted recruitment efforts that will occur at least once a quarter for special needs children who do not have identified homes.
2. Develop and facilitate a support team for each child without an identified home.
3. Develop written child specific recruitment plans.

4. Ensure children without identified homes are placed in the National Adoption databases within 30 days of the filing of the TPR order and information and pictures are updated every six months to one year.
5. Work closely with Foster Parent Support Services, Dependency Case Management and Adoptions Specialist staff to understand the child's history and discover possibilities for permanent homes.
6. Perform Post Termination of Parental Rights Case Planning and Judicial Reviews and updates for children without identified homes.
7. Compile and complete child background studies in the absence of an identified home.
8. Ensure that each child with an identified home has a life book.
9. Help, plan, coordinate and facilitate pre-placement visitation once a Forever Family is identified and approved.
10. Counsel and prepare the child for adoption; engage the child in discussion about recruitment efforts.
11. Coordinate services and resources to meet the needs of the child in preparation for adoption.
12. Provide information and initial screening to adoption inquiries.
13. Complete home studies for families who complete QPT and do not have an identified child.
14. Conduct Match Staffings to help determine the most appropriate family when there is more than one interested party.
15. Participate in the Heart Gallery to help mobilize opportunities to feature children in need of homes.
16. Participate in adoptive parent preparation groups including Quality Parenting Training (QPT).
17. Participate in district and/or statewide initiatives designed to enhance recruitment and retention of adoptive and foster/adopt homes.
18. Participate in activities for staff, program, and Center development.

\*Expectations regarding quality of work are further delineated in the criteria-based performance appraisal for this position.

**OTHER ESSENTIAL FUNCTIONS:**

1. Staff travels between multiple work sites and in multi-county service region.
2. Provide training and marketing activities on a flexible basis that includes evening and weekend availability.
3. Transports clients as needed.

**Physical Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to 25 pounds.  
 Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_

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