

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

**DATE ESTABLISHED:** 11/16/03  
**DATE AMENDED:** 01/02/20

**TITLE OF POSITION:** Adoptions Specialist  
**POSITION NUMBER:** 60  
**PROGRAM:** Bay County 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:** \$36,000 prior to completion of Phase 1 Child Protection Professional Training  
\$37,000 following successful completion  
\$38,000 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. At the Permanency Planning Staffing (upon the acceptance of the case for TPR), the Adoptions Specialist is assigned to begin recruitment efforts. While no formal new media recruitment can occur at this juncture, the Specialist begins to discuss the needs of the child with other staff and begin looking for available homes that might be a match.
2. Post Termination of Parental Rights Case Plan Updates are completed and filed within 30 days of the Termination of Parental Rights (TPR) by Adoptions Specialist.

3. Adoptions Specialists register all TPR'ed children in the Florida Adoption Exchange within 30 days of the filing of the TPR order.
4. ARS staff conduct adoption staffing on a quarterly basis for all eligible children.
5. Child Studies are completed on children who are adoption-ready and Matching Staffings are held to identify the best combination of child and perspective parent.
6. ARS staff prepares for and participates in Judicial Reviews that occur no less than every six months.
7. ARS staff selects and coordinates services and resources necessary to meet the needs of the child to prepare the child for adoption.
8. ARS staff participates in adoptive parent preparation groups including Parenting Training (QPT), a series which is held on a quarterly basis throughout the sub district.
9. ARS participates in continuous and ongoing adoptive family recruitment.
10. When the decision is made to proceed with placement, ARS staff plans, coordinates and facilitates visitation.
11. The Adoption Specialist will provide Post-Placement Supervision through monthly home visits. The time of finalization will be based upon the successful completion of Post-Placement Supervision.
12. ARS staff assesses need for services after adoption and arranges for the support that is needed.
13. ARS staff counsels and prepares the child for adoption.
14. The Adoptions Specialist compiles and completes child background studies and ensures that each child has a life book.
15. The Adoptions Specialist arranges for medical, mental health, dental and other needed evaluations to ready the child for adoption.
16. ARS staff plans and prepares for pre-placement visits.
17. The Adoptions Specialist recruits homes for special needs children.
18. The Adoption Specialist provides information and initial screening to adoption inquiries.
19. ARS staff participates in the conduct of Adoptive parent orientation and training workshops including Quality Parenting Training.
20. ARS staff participates in district and/or statewide initiatives designed to enhance recruitment and retention of adoptive and foster/adopt homes.

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

21. ARS staff participates in activities for staff, program, and Center development.
22. The Adoptions Specialist compiles and completes Adoptive Home studies for potential Adoptive parents.

**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.

**Copy received by:**

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

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