

Lutheran Family Services

Position Description

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| Position Title: Permanency Support Specialist | Effective Date: December 2009 |
| Pay grade: G | Reports to: Right Turn Supervisor |
| Region: Children Services | Location: Various |
| FLSA Status: <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | |

LFS Mission Statement:

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Job Purpose:

To collaborate with eligible adoptive or guardianship families to identify desired outcomes, needs to reach those outcomes and strategies to meet the needs or remove the barriers. The intent is to help preserve families by addressing needs most often expressed by families. Family networking services include respite care, mentoring, support groups, educational groups, and online services.

Essential Job Duties:

Service Delivery:

- Provide case management services to eligible children and families in the Right Turn, Post Adoption/Guardianship Program.
- Utilize assessment tools to focus services toward more effective approaches for adoptive families
- Respond to crisis, correspondence, telephone calls and other inquiries from adoptive/guardianship family members in a prompt, caring and understanding manner.
- Meet with the family a minimum of once per month and maintain phone contact on an ongoing basis.
- Support adoptive/guardianship families in addressing behavioral or other problems within the home through phone contact, face-to-face visits and referral/resource information.
- Advocate for the family in seeing that all physical and emotional needs are being met.
- Work with supervisor to develop and implement a service plan, organize and facilitate case reviews with all interested parties, providing input on provision and coordination of services.
- Reinforce and support adoptive/guardianship parents' efforts to carry out the service plan and intervention strategies with their children.
- Arrange and/or monitor services provided to the family.
- Assess when family is ready for discharge from case management services.
- Collaborate with other community professionals working with adoptive families.
- Organize and facilitate networking opportunities for the family.
- Under supervision of the Right Turn supervisor, work with a NFAPA volunteer in the facilitation of adoptive family support groups for adults and youth.
- Educate families or designated support persons to provide respite care in a reciprocal, cooperative arrangement.
- Under supervision of the Right Turn supervisor, work with a NFAPA volunteer to educate, support and facilitate family to family mentoring.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

- Under supervision of the Right Turn supervisor, develop and facilitate educational classes for adoptive parents or guardians.

Program Documentation and Outcome:

- Maintain timely, legible records of services provided per established program and Agency standards
- Participate in PA/G program evaluation and Continuous Quality Improvement activities as assigned.

Professionalism and Confidentiality:

- Keep all client names and information and other agency business confidential.
- Guard client confidentiality in waiting areas, during phone contact, and in handling of records.
- Insure all office and record security procedures are followed.

Interpersonal Relationships:

- Maintain a positive, respectful demeanor on all contacts with staff and the public.
- Seek needed guidance in handling difficult client situations and establishing priorities for the job.
- Work to build positive, productive relationships with other staff.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree in human services is preferred.
- Minimum of two years child welfare experience, with at least one year experience in issues pertaining to adoption.
- Excellent written and verbal communication skills.
- Personal convictions compatible with the philosophy and goals of the agency.
- Demonstrated understanding of and ability to work with person of diverse cultural backgrounds.
- Valid Nebraska driver's license, proof of liability insurance and ability to drive for Agency business.

Hiring Manager Signature _____ Date _____

Employee Signature _____ Date _____

Director Human Resources _____ Date _____

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