

**JOB POSTING**

**PERMANENCY MANAGER**

Florida Foster Care Review (FFCR) transforms the lives of children and young adults in foster care by connecting them to forever families, supportive relationships, critical services and new opportunities.

FFCR currently offers full-time team members:

- Competitive Salaries and Potential for Bonus Pay
- Primarily Remote Work Arrangements with Some In-Person Activities
- 100% Employer Covered Medical/Dental/Vision and Life Insurances for Employees
- 50% Employer Contribution to Medical/Dental/Vision Premiums for Qualifying Dependents
- Optional Short Term Disability Insurance and Supplemental Life Insurance (employee paid)
- Generous Paid Time Off (PTO) Accrual and Annual Rollover Policy
- 10 Annual Paid Holidays + Extended Organization-Wide Breaks Over the Thanksgiving Holiday and in the Winter
- 403b Retirement Plan for Pre-Tax Contributions
- Extensive Professional Development Opportunities
- Monthly Staff Meetings, Annual Staff Retreat, Ongoing Team Building and Self-Care Activities

**GENERAL RESPONSIBILITIES**

Florida Foster Care Review's Permanency Manager is responsible for delivering services to children and families served by our Permanency Roundtable (PRT) Program and our Family Preservation & Support (FPS) Program. FFCR's PRT Program creates legally permanent families and lifelong connections with parent-like adults for children and youth in the foster care system, and the Family Preservation & Support (FPS) Program provides support, guidance and connection to resources for children and families previously served by the PRT Program who no longer have an open dependency case.

The Permanency Manager facilitates permanency roundtable sessions, develops and implements action plans, conducts family finding activities and engages with members of roundtable teams to accomplish program goals. The Permanency Manager also engages in post-permanency family preservation and support activities to fortify and/or stabilize newly formed and newly reunified families for at least one year after their dependency case is closed.

### **PERMANENCY ROUNDTABLES**

- Schedule and coordinate roundtable sessions, including but not limited to permanency roundtables and youth-centered roundtables with youth ages 13 or older
- Facilitate structured initial roundtable sessions and follow up roundtable sessions
- Develop initial permanency action plans, update action plans after each roundtable session and distribute to roundtable participants in a timely manner
- Utilize strengths-based, solution-focused and non-blaming approaches to foster collaboration, set expectations, and hold PRT team members accountable for assigned tasks
- Depending on the child's specific circumstances, needs and goals, develop collaborative working relationships and engage with parents, youth and families in addition to case managers, caregivers, service providers, community partners, and other current or prospective supports to participate in permanency roundtables, accomplish action plan tasks and achieve the permanency goal; this includes engaging in both in-person and virtual meetings and activities
- Work closely with caregivers, case management, and with youth and parents to identify the youth's and/or family's strengths, needs, concerns, and priorities
- Harness FFCR's extensive network of community-based organizations, corporations and volunteers to connect each child and/or family to specific services, resources, experiences and opportunities
- When appropriate, actively engage with youth - in-person and virtually - to engage them in the roundtable process using individualized, youth-friendly strength identification and goal setting activities
- Conduct welcome calls to parents when the permanency goal is reunification or when the PRT Team agrees to engage the parents, caregivers, family members or other new participants in roundtable sessions
- Coordinate and facilitate in-person Meet-and-Greet activities with youth who the PRT Team agrees to encourage to participate in youth-centered roundtables
- Conduct or facilitate searches for family members of children in out-of-home care, gather information for/from extended family/kin, fictive kin, and others, and serve as the primary engagement representative on the PRT team in an effort to establish supportive or permanent relationships/connections

### **FAMILY PRESERVATION & SUPPORT**

- Reach out to families with closed dependency cases every two months for at least one year
- Engage with the family to conduct a family-centered, strengths-based needs assessment to identify any post-permanency challenges and/or needs
- Connect children and families to concrete assistance, resources, services and/or interventions
- Support and help the family to navigate complex entitlement programs and secure critical documents
- Celebrate successes, progress made and/or individual milestones

### **OTHER DUTIES**

- Enter participant and outcome data into master spreadsheets and/or database and complete monthly reports
- Document and track qualitative data such as case successes and program participant feedback using specified forms and tools
- Participate in the development and implementation of PRT program related training
- Participate in the development and implementation of PRT Program goals and provide recommendations for improvement across all programmatic activities
- Participate in the development, review and updating of policies and procedures related to programmatic and organizational goals
- Participate in professional development trainings and FFCR program and fundraising events throughout the year
- Represent Florida Foster Care Review at child welfare and community meetings and events as requested
- Flexible work schedule as this position will require some evening/weekend hours
- Other duties/projects as assigned

### **QUALIFICATIONS & EDUCATION**

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. They also outline the competencies and commitments required to be successful in the position and at FFCR. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education & Experience**

- Minimum of a Bachelor's Degree in Social Work or related field
- Minimum of five (5) years of professional experience in Miami-Dade's child welfare system (experience in another child welfare system or with permanency planning will be considered)
- Experience with family finding strategies and techniques required
- Experience with family/client-centered practices, including the Trauma Informed Care framework and principles and practices
- Experience with permanency planning and successfully overcoming challenging and/or complex barriers to permanency
- Experience facilitating collaborative group decision making

#### **Skills, Knowledge & Proficiencies**

- Mastery of a broad range of national, state and local child welfare-related practices, laws, policies,

regulations and procedures

- Extensive knowledge of local and statewide community-based and governmental resources for children, families, foster families and young adults involved in the child welfare system
- Exceptional group facilitation and leadership skills
- Excellent problem-solving and conflict resolution skills
- Exceptional interpersonal skills
- Excellent engagement and reflective-listening skills
- Excellent oral and written communication skills
- High level of comfort presenting to and training individuals and groups
- Exceptional computer skills, including mastery of Microsoft Office applications, especially Word, Excel and Outlook
- Comfort learning and working with databases, spreadsheets, and data entry
- Exceptional time management and organizational skills
- Extremely detail oriented
- Ability to produce accurate reports and documentation within a fast-paced environment
- Ability to consistently follow highly detailed procedures and protocols
- Ability to manage multiple tasks and deadlines with minimal supervision
- Ability to independently define and set priorities and problem-solve
- Able to actively participate in individual and group meetings via videoconference and in-person
- Deeply engaged and respectful during group brainstorming sessions and discussions

### **Competencies & Commitments**

- Open-minded and interested in learning new skills and practices
- Responsive to supervision and receiving constructive feedback
- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Projects a positive, hopeful attitude regarding all parties, participants and professionals in the child welfare system
- Able to identify system barriers and willing to engage in creative, cooperative strategies to overcome barriers and achieve positive outcomes
- Team player who supports other team members both in word and deed
- Committed to ensuring that all children in foster care have a permanent family
- Demonstrates cultural competency and humility
- Willing to tackle small and large tasks to accomplish objectives
- Positive, strength-based and supportive towards colleagues, child welfare stakeholders, volunteers and others

## **WORKING CONDITIONS AND ENVIRONMENT**

Work may take place at FFCR's office, a remote business or public location, and/or the employee's home. When working from a remote location, including from home, employee must have prior approval and

must have a private, quiet space and secure, password protected, high speed internet that is not accessible by the general public. Participation in videoconference meetings for extended periods of time is required on a daily basis. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### COMPENSATION

- Full-time/Exempt position
- Starting Salary: \$64,000 - \$68,000
- Compensation commensurate with experience

**To apply, please email a resume and cover letter to Vanessa Muñoz, Chief Programs Officer, at [vmunoz@fostercarereview.org](mailto:vmunoz@fostercarereview.org). No phone inquiries please.**

Florida Foster Care Review is an Equal Opportunity Employer, and we are committed to providing equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by federal, state or local laws. Florida Foster Care Review participates in E-Verify, a federal program that verifies the employment eligibility of all new hires. Please [click here](#) to view the EEOC Know Your Rights Poster and for further details about relevant state and federal law and county ordinances.