

## JOB POSTING

### REVIEW 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

A key member of FFCR's Citizen Review Panel (CRP) Program, the Review Manager is responsible for the preparation, coordination, facilitation and follow up of review hearings for children and young adults in foster care. The Review Manager collects and tracks child specific information before and during the review hearing and produces a Findings and Recommendations Report for each child and young adult reviewed. The Review Manager also guides and supports volunteers during CRP review hearings and participates in volunteer training and evaluation. The Review Manager may attend and/or participate in court hearings and relevant child welfare and community meetings/events. Supervised and supported by the CRP Program & Advocacy Director.

- Ensure the thorough, effective and timely review of children referred to the CRP by engaging in all, but not only, the following activities:
  - Identifying parties and providing timely CRP hearing reminders
  - Reviewing and extracting pertinent information from the dependency court file
  - Preparing required documentation for CRP volunteers for review hearings
  - Collecting and entering child specific information into a customized database
  - Providing technical and legal information to the volunteers

- Providing guidance and support throughout the review process
- Addressing issues and challenges that arise during the review (with volunteers and participants)
- Trouble-shooting logistics and technical issues
- Following all program policies and protocols
- Supervise, guide, support and advise CRP program volunteers
- Thorough, accurate, timely formulation of Preparation Reports
- Thorough, accurate, timely preparation of Recommendations and Findings Report
- Thorough, accurate, timely preparation of Case Alerts and other forms of post review communications as needed
- Participate in the development and implementation of volunteer and staff training
- Participate in the development, review and updating of policies and procedures related to programmatic and organizational goals
- Present and advocate for the CRP's recommendations at post judicial review hearings before the Juvenile Court as requested
- Represent Florida Foster Care Review at child welfare and community meetings and events as requested
- Participate in professional development trainings and FFCR program and fundraising events throughout the year
- 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 a related field
- Minimum of two (2) years of 'front-line' experience in child welfare and the dependency court system
- Prior experience working with or managing volunteers is preferred
- Prior experience and high level of comfort using a computerized database and simultaneous data collection and entry methods
- Experience working in a dynamic, unpredictable work environment
- Experience facilitating group processes and dynamics
- Experience providing honest feedback in a strength-based manner
- Experience providing training to individuals and/or groups is strongly preferred

### **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 oral and written communications skills
- 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
- Exceptional group facilitation skills and leadership skills
- High level of comfort presenting to and training individuals and groups
- Excellent interpersonal and conflict resolution skills
- Exceptional computer skills, including mastery of Microsoft Office applications
- 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
- Willing to engage in creative, cooperative strategies to overcome common system 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
- Committed to cultural competence 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 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 employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear, and is frequently required to stand, walk and sit. The employee may be required to drive/travel within Miami-Dade, Broward and Monroe Counties to participate in activities such as trainings, conferences and events occasionally. 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 Director, 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.