

**JOB DESCRIPTION**  
**JOB TITLE: Family Finder**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Responsible for ensuring permanency for children in case by identification of kinship or support relationships for children placed within 2INgage system of care. Responsible for identification of adoptive placement for children as needed and facilitating adoptive placements. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties directly.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Coordinates with Provider case managers, caregivers, and children to create a family tree for children in care. Leads in efforts to locate those identified if not currently visiting with the child or already know and considered by DFPS.

Coordinates with DFPS and other stakeholders with information regarding identified family members.

Coordinates closely with CASA Collaborative Family Engagement program regarding children served by the CASA program.

Plans and coordinates Adoptive recruitment events for children free and available for adoption when there is no identified placement.

Following best practice standards, coordinates with other 2INgage staff, DFPS, and case managers to ensure children whose parental rights are terminated are prepared for adoption.

Receives and reviews home studies for potential adoptive placement.

Facilitates adoption staffing's with DFPS and Provider case managers to discuss prospective families and to develop a plan for presentation/pre-placement visits and services that will be needed based on the child's individual needs.

Coordinates with Provides to ensure that identified needs for the child related to adoption are provided.

Facilitates presentation staffing's to selected family.

Coordinates transportation services for authorized requests based upon established Agency criteria.

Handles crisis calls and emergencies.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Coordinates with CPAs on the delivery of services to children and families.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

**SUPERVISION:**

None.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High School diploma or G.E.D. required. Experience in juvenile intake, placement services, or other social service experience strongly preferred. Bachelor's degree may substitute for experience.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Identifies supportive relationships for children and youth in care.

Identifies potential adoptive placement for children.

Coordinates staffing for children related to selection of adoptive placement and plans for placement.

Coordinates with Agency program, service, and administrative staff on the delivery of services to children and families.

Handles crisis calls and emergencies.

Ensures all agency policy and contract guidelines are followed.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature