JOB DESCRIPTION

JOB TITLE: Permanency Specialist

Reports to: Permanency Coordinator
Classification: Non-Exempt
Status: Full-Time

Department: Family Social Services
Division: Family Social Services
Date Approved: 3/1/2014

General Description:
The Permanency Specialist provides case management services under contract from the Statewide Adoption Network, Pennsylvania Department of Public Welfare and the Philadelphia Department of Human Services. The Permanency Specialist’s role is to: (1) provide case management, counseling, profile development and resource services to natural families, adoptive families and children throughout the adoption or permanency and post-permanency process; and (2) maintain case records with timely and accurate documentation meeting state/county standards and best practices. The Permanency Specialist has access to confidential client information and is expected to handle such information with integrity and professionalism.

Duties and Responsibilities:
- Pre and post adoption services including court representation as needed, post permanency services including assessment, advocacy/case management, support group, and respite service arrangements; and child/family profile and child prep facilitation and development;
- Home based delivery of services;
- Complete family assessment and record maintenance including family service plans, quarterly reports, and other required documentation;
- Facilitate support groups as assigned;
- Attend weekly staff meetings;
- Submit performance reports as required;
- Attend training as required;
- Respond to emergencies after 5:00pm and on weekends if necessary;
- Maintain a caseload which will consist of cases of a sensitive and complex nature;
- Provide coaching to families in regard to social service needs;
- Advise clients regarding school problems, finance, recreation, church activities, and health, welfare and family relationships;
- Interact substantively with schools, clinics, hospitals, and social welfare agencies in order to collect social services information around the Philadelphia area;
- Perform other duties as assigned by the Permanency Coordinator.

Qualifications/Requirements
- Bachelor’s Degree in Social Work or a Bachelor’s Degree in a related field plus two years experience in Human Services, preferably child welfare.
- Demonstrated social work and collaboration skills required.
- Permanency Specialist should be resourceful, willing to establish and maintain good working relationships with a variety of clients, other professionals and foster parents.
- Permanency Specialist must understand the importance of confidentiality.
- Knowledge of the social services network in Philadelphia.
- FBI, Pennsylvania Childline and Criminal Background Clearances.
- Bilingual (English/Spanish) required.
JOB TITLE: Permanency Specialist

Reports to: Permanency Coordinator  
Classification: Non-Exempt  
Status: Full-Time

• Excellent oral and written communication skills.
• Excellent analytical ability.
• Computer and technological proficiency required.
• Ability to work under pressure and handle emergency situations.
• Must have valid driver’s license and insurance and able to travel and be flexible.

Competencies & Personal Characteristics:
• Ability to write well, including articles for publication.
• Well-developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature
• Strong marketing and events planning skills
• Effective leadership and team building skills.
• Results oriented with the ability to balance other business considerations.

Organizational Accountability & Relationships:
• Reports directly to the Permanency Coordinator.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be mobile at times. Must have valid driver’s license and insurance and able to travel and be flexible.

Work Environment:

Work environment characteristics 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.
JOB TITLE: Permanency Specialist

Reports to: Permanency Coordinator  
Department: Family Social Services
Classification: Non-Exempt  
Division: Family Social Services
Status: Full-Time  
Date Approved: 3/1/2014

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

General Sign Off:

I hereby acknowledge that I have read this job description. I fully understand the duties and responsibilities required of this position. I also agree to fulfill the job requirements as delineated herein and to adhere to all company’s policies & procedures.

____________________________________  _____________________
(Employee’s Signature)  Date

____________________________________  _____________________
(Supervisor)  Date

CONCILIO IS AN EQUAL OPPORTUNITY EMPLOYER (M/F/D/V)