

Department of Human Services .5 FTE Family Finding Coordinator

Department/ Location: Bend, OR

Reports to: Family Finding Supervisor

Job Summary:

The Family Finding Coordinator will work collaboratively with the Family Finding Implementation Coordinator, DHS caseworkers and their supervisors, the Commission of Children and Families, and CASA volunteers and their supervisor. The Family Finding Coordinator conducts case record reviews, interviews with children, and internet searches in order to discover family members and other meaningful people who can provide positive support and a permanent lifelong connection to the children being served by the Department of Human Services in Deschutes County. The primary responsibility of the Family Finding Coordinator is implementation and facilitation of this collaborative effort to reconnect foster care children with positive family and kith through utilization of Kevin Campbell's model of family finding (www.senecacenter.org/familyfinding)

Job Duties:

Conduct Investigations and Research

- Understands and applies the principles and stages of the Family Finding model.
- Follow prescribed Deschutes County Family Finding protocol including:
 - Collect and manage database of referrals;
 - Collect relevant information;
 - Interview children;
 - Manage case file mining;
 - Develop geno-grams using genealogy software;
 - Document and track findings for case management and evaluation ;
 - Document and track relevant information from meetings;
 - Facilitate Family Finding Decision Making Meetings;
 - Assemble timelines and update case notes in database.
- Contact relatives directly to gather family finding information applying sensitivity and respect.
- Communicate all findings with assigned Case Worker, Case Supervisor, Family Finding Supervisor and CASA Volunteer Coordinator.
- Facilitate and coordinate all Family Finding meetings.
- Follow up with all parties and identify those with assigned action items.
- Assure youth and Case Workers are engaged in the Family Finding Process.
- Coordinate Family Finding Implementation Team Meetings. Take minutes and report updates as directed.
- Maintain accurate and complete files for each assigned case.

Assist in Family Finding Development

- Participates as a member of the Family Finding Steering Committee.

- Participate with the program's community partners in the development of program strategies.
- Assist with program evaluation efforts and report program data to community partners and others as requested.
- Support efforts to embed Family Finding into day-to-day practice throughout DHS.
- Prepare and conduct presentations to Child Welfare staff, CASA staff/volunteers, and community partners in group settings as requested.
- Participate in trainings related to Family Finding and apply findings from research on Family Finding best practices.

Employee Development

- Attends trainings related to Family Finding and apply findings from research on Family Finding practices.
- Attend DHS all staff meetings.
- Maintain a general understanding of current information and conditions relative to child abuse/neglect and emerging strategies around family connections.
- Receives consultation from Family Finding experts.
- Maintain a professional attitude and respect for supervisors, co-workers, community partners and clients.

Good practice across all child welfare program areas focuses on:

- The ability of the caseworker to engage the client;
- The rapport or the helping relationship between the caseworker and the client;
- Risk and safety assessments and the associated decisions and plans;
- Comprehensive child and family assessments;
- The development of a case plan with the family;
- Casework decision-making;
- Essential casework activities designed to facilitate change;
- The review and evaluation of client progress.

Actively seeks to achieve the DHS goals of integrity, stewardship, responsibility, respect and professionalism.

Actively seeks to provide culturally appropriate services where individuals are treated respectfully, compassionately and effectively in a manner that recognizes, affirms and values the worth of children, individuals, families and communities, protecting and preserving the dignity of each. This includes: culture, language, national origin, class, race, age ethnic background, disability, stage of development, religion, gender, sexual orientation and other differences/diversity factors.

Job Qualifications:

Minimum Qualifications:

Bachelor's or higher level degree in Social Work/Human Services or a closely related field;

OR

A Bachelor's degree in a field not closely related (to Social Work/Human Services) and one year of human services related experience (i.e., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing).

Additionally, must have:

- Combination of experience and demonstrated interest in helping youth maintain or gain contact with relatives.
- Demonstrated competence in the skill areas of positive client engagement and communication.
- Experience working directly with youth and demonstrated understanding of permanency, unmet needs, and the issues youth potentially face as they are connected to family members.
- Demonstrated competence, reliability, and good writing skills in clinical documentation.
- Experience using Microsoft Word.
- Experience using databases.
- Experience preparing and maintaining narrative documentation of the activities concerning individual client cases.
- Experience with attention to detail.
- Experience communicating effectively with people over the telephone, in writing and in person.
- Experience in case management related duties/tasks.
- Experience in human/social services facilitating and preparing a child for transitions.
- Experience in facilitating family group meetings
- Willingness and ability to work flexible hours and spend time in the field.

Applicants that most closely match the minimum qualifications and desired attributes will be invited for an interview.

SCREENING QUESTIONS:

How would you describe your facilitation skills?

Give a recent example of how you worked collaboratively on a project.

Tell us your experience giving presentations.

INTERVIEW QUESTIONS:

Describe your computer literacy.

How would you define family?

Describe your understanding of Permanency.

What might be examples of unmet needs of a child in foster care who's acting out?

Once a child has been placed in permanent foster care or the child's parents' parental rights have been relinquished or terminated, what kind of contact or knowledge should the child have of their family connections?

How do you prioritize your work?

Describe a time you experienced conflict and how did you handled it?

Describe your best day at work.

Describe your worst day at work.