

Family Finding Specialist

Department/ Location:

Status: Non-Exempt

Reports to: Director of Programs

Job Summary:

The Family Finding Specialist has the responsibility of searching for family members and fictive kin of enrolled youth, ages 18-21. Expected case load at any time will not exceed 25. The Family Finding Specialist conducts case record reviews 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 young people being served. The Family Finding Specialist then works closely with the project Case Manager and Clinician to support young people to engage and establish connections with family members, as well as to develop and enhance the relational skills needed to sustain those connections.

Job Duties:

- Collects relevant information from case record reviews and internet searches and assembles timelines and master narratives for youth.
- Attends trainings related to Family Finding and applies findings from research on Family Finding best practices.
- Receives consultation from Family Finding experts.
- Understands and applies the principles and stages of Family Finding, from discovery to engagement to planning to implementation to evaluation of results.
- Supports efforts to embed Family Finding into day-to-day practice.
- Meets with youth on an ongoing basis to build rapport and engage youth in the Family Finding process.
- Participates in youth's therapeutic process to support the youth's progress with Family Finding and permanency.

Job Qualifications:

- Masters degree in Social Welfare or related field.
- Must show, through a combination of experience and demonstrated interest in helping youth maintain or gain contact with relatives.
- Must have demonstrated competence in the skill areas of positive client engagement and communication.
- Must have experience working directly with youth and demonstrated understanding of the issues the potentially face as they are connected to family members.
- Must have demonstrated competence, reliability, and good writing skills in clinical documentation.
- Must be willing and able to work flexible hours and spend time in the field.
- Criminal record clearance.
- Must have a valid Drivers License.