

Job Description

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| Title | Permanency Specialist |
| Department / Program | Youth Transition Services / Teen Focus |
| Reports To | Youth Transition Services Program Manager |
| Exempt / Non-Exempt Status | Exempt |
| Full-Time / Part-Time Status | Full-time |
| Salaried / Hourly | Salaried, \$43,000-46,000/year |
| Education & Experience | <ul style="list-style-type: none"> • Must possess bachelor's degree in Social Work or related field • Knowledge of adolescent/teen development, understanding of child welfare system, experience in direct service and policy development strongly encouraged |
| Supervisory Responsibilities | <ul style="list-style-type: none"> • N/A |
| Skills & Values Required | <p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity and inclusion within the agency and across systems • Advocacy for excellence in child welfare and adult medical and behavioral health and well-being • Competence and confidence in building transparent, positive partnerships that will further the agency's mission • Strong written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population • Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations. • Ability to assess, deliver, and evaluate direct service programming |
| Other Requirements | <ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Must be fully vaccinated for COVID-19 |

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| | <ul style="list-style-type: none"> • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable |
| Physical Requirements | <ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties. |

Duties & Responsibilities

- Conduct initial intake assessment for youth with permanency goal of Another Planned Permanent Living Arrangement (APPLA)
- Through application of the Wendy's Wonderful Kids model:
 - Conduct full record mine of youth's DCYF file
 - Develop individualized recruitment and permanency plans for each child on caseload
 - Identify assess, engage, and support existing and newly identified relationships for youth on caseload through use of (a) Diligent Search and (b) Family Search & Engagement
 - Conduct regular face-to-face visits with referred youth, at minimum monthly
- Apply 3-5-7 Model© to assist and support youth in clarification, integration, and actualization of life story, including use of genogram, ecomaps, timelines, permanency pacts, and other permanency-focused tools
- Facilitate, encourage, and support open communication and contact (i.e. supervised visits, community visits, correspondence) with positive, meaningful connections and potential connections. Provide neutral and supportive environment for youth and families to prepare for visits and/or engage in informal events to maintain connections and bonds.
- Organize and implement trainings, workshops, and events for Teen Focus youth, including members of the youth's natural support system, when applicable
- Communicate and coordinate with all members of the youth's treatment team
- Attend and participate in-service trainings, team meetings, professional development, and group and individual supervision, as applicable
- Complete all necessary documentation, including all client records, narrative reports of assessments, progress reports, treatment plans, quarterly report submissions, and discharge summaries, in compliance

with HIPAA standards.

- Actively participate and contribute to program and agency data collection and analysis for purposes of identifying trends, program development, and communication with the community
- Other duties as assigned

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date