

Job Description

Title	Permanency Specialist
Department / Program	Youth and Young Adult Services
Reports To	YYAS Department Manager
Exempt / Non-Exempt Status	Non-exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried (\$50,000-\$60,000)
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 encourage
Supervisory Responsibilities	<ul style="list-style-type: none"> • N/A
Skills & Values Required	<p>Must possess and demonstrate: 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.

	<ul style="list-style-type: none"> • Compliance with I-9 verification • Must be fully vaccinated for COVID-19 • 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: Light to Medium work. Occasionally requires lifting and transport of items 10 to 30 lbs. • Reasonable accommodations may be made to enable staff to perform the essential duties.

Duties & Responsibilities

Agency Core Tenets & Collaboration

- Maintain client confidentiality and conduct self in accordance with professional and ethical standards.
- Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.
- Participate in agency’s development and community outreach activities.

Summary of Position Responsibilities and Expectations:

- Upon referral from YDS contractor or ARI YTS Department Manager, develop strong working relationship with each client to create individualized search/recruitment and permanency plans.
- Identify, assess, and engage new relationships for youth on caseload through use of (a) Diligent Search, (b) Family Search & Engagement strategies, and (c) investigative tools
- 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
- Work collaboratively with YDS programming to provide psychoeducation and support to identified connections.
- Conduct regular face-to-face visits with referred youth, at minimum monthly
- 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.

- 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

Agency & Community Partnership

- Actively participate in individual supervision, agency staff meetings, and other agency forums.
- 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

Adoption Rhode Island is an equal opportunity employer.