
Foster Care Permanency Specialist

Summary of Position: Under the immediate supervision of the supervisor or designee, the Foster Care Permanency Specialist also known as the adoption Worker or Adoption Placement Worker, is responsible for working with the assigned Foster Care Team to complete permanencies with children in Foster Care.

Position Type: This position is non-exempt and reports to the supervisor or designee.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide consultation with Case Worker and Supervisor regarding permanency issues
- Identify and remove barriers to permanency
- Work to secure appropriate placements for children in Foster Care
- Monitor and takes action to complete permanencies with children waiting for reunification adoption/subsidized guardianship
- Complete adoption/subsidized guardianship subsidies
- Assists the worker and facilitates linkages to community resources to prepare the home of parent
- Assists the worker with post adoption, Guardianship connection to the DCFS unit prior to finalization
- Works to secure additional service resources in a timely manner to expedite permanency
- When reunification is not possible, assists the worker in listing children for adoption with the applicable Adoption registry
- Assists the worker to complete required documentation and the home study to begin the Adoption or Sub Guardianship subsidy process
- Submits, monitors, and follows up with the needs of the subsidy packet pending DCFS approval
- Supports the worker with completion of ICPC documentation to IDCFS needed for out of state permanency options for children with relatives and licensed potential adoptive families, and work with the receiving state to eliminate barriers
- Deliver services with sensitivity to the clients' cultural and socioeconomic characteristics
- Performs other related tasks as needed

Other Duties: As assigned by the supervisor

Work Environment: Generally, this position operates in a professional office environment; however, this position also requires frequent travel in and around the community by utilizing a personal vehicle or other methods of transportation. The hours of work are generally Monday

through Friday, 9:00 AM to 5:00 PM.

Physical Demands: Physical demands are part of the essential functions of the position. The individual must be able to remain in a stationary position throughout the workday, operate a computer and other office productivity machinery, frequently communicate with clients and employees of VOA of IL, and others involved in the care and custody of clients. The individual must be able to move, traverse and travel in the community in a vehicle, assist clients in and out of a vehicle, and possibly transport clients in the community.

Education and Experience:

- Position requires a bachelor's degree from an accredited college or university. Acceptable degrees include those related to human services.
- Demonstrated experience in the Child Welfare Field preferred.
- Possess a valid driver's license and personal vehicle

Qualifications:

Must have a valid Illinois Driver's License and an ability to pass a background check and be able to pass State of Illinois examination on Licensing Standards for Foster Family Homes (402), the Child Care Act. Also must have;

- Experience and demonstrated proficiency/success in leveraging and working with community resources
- Ability to communicate effectively and maintain good relations with clients and employees
- Excellent communication, writing, problem solving, and organization skills
- Must be proficient in Microsoft Office, with especially spreadsheets, databases, and reporting tools

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Job Type: Full-time