



**FAMILY CARE NETWORK  
CITRUS HEALTH NETWORK, INC.  
JOB DESCRIPTION DATA SHEET**

**JOB TITLE:** WENDY'S WONDERFUL KIDS RECRUITER  
**PROGRAM/GRANT TITLE:** ADOPTION RECRUITMENT  
**SUPERVISED BY:** ADOPTIONS MANAGER

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**PRIMARY RESPONSIBILITY:**

The Wendy's Wonderful Kids Recruiter is responsible for implementation of the Dave Thomas Foundation for Adoption's Child-Focused Recruitment Model, including maintaining an appropriate caseload of active/monitoring/inactive cases; adhere to model tactics; develop and maintain documentation system for case records; and other related tasks associated with Wendy's Wonderful Kids project.

The Wendy's Wonderful Kids Recruiter deals with a diverse group of important external clients and internal contacts at all levels of the organization. Ability to have independent judgment is required to plan, prioritize, and organize diversified workload; to evaluate and screen initial applicant's acceptability and suitability for the licensing process; recommends and executes improvements in organizational procedures.

**EXAMPLE OF ACTUAL FUNCTIONS:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Understand and embrace the Child-Focused Recruitment Model as developed by the Dave Thomas Foundation for Adoption.
2. Develop relationships with caseworkers, supervisors, and community partners within the Citrus FCN system of care
3. Collaborate with colleagues in Licensing and Placement department to identify children who are freed for adoption and eligible for WWK project.
4. Conduct case file reviews to gather initial child specific information
5. Develop relationships with children, including monthly meetings (preferably in person)
6. Develop relationships with significant adults in the lives of children on the caseload, maintain ongoing contact with these Individuals.
7. Conduct in-depth case record reviews, maintaining comprehensive system to document



- pertinent case record information
8. In collaboration with caseworker, conduct child adoption readiness assessment to inform the child-focused recruitment process.
  9. Facilitate the adoption preparation process, with a focus on child preparation for adoption
  10. Develop and maintain and updated recruitment plan for each child, coordinating efforts with Citrus FCN recruitment specialist and other internal partners.
  11. Conduct diligent search of potential adoptive families, coordinating efforts with Citrus FCN recruitment
  12. Coordinate efforts with Citrus FCN recruitment specialist for community outreach and other activities, with flexible work hours to include evening and weekends as needed.
  13. Assist potential adoptive families through the adoption process, from orientation through and beyond adoption finalization, with emphasis on the child-focused recruitment model
  14. Submit a monthly/quarterly/end of year reports detailing project performance, coordinate narrative and other reports with Fund Development lead
  15. Other duties may be assigned.

#### **MINIMUM REQUIREMENTS:**

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

1. A Master's preferred from an accredited college or university in social work or related human service field, with at least two years of child welfare experience; or, Bachelor's Degree from an accredited college or university in social work or related human service field, with at least five years of child welfare experience.
2. Ability to clear a Level II Background Screening as required by DCF.
3. A valid Florida driver's license and documentation of current automobile insurance is required.
4. Proficiency in the use of computers, email and word processing software.
5. Experience in Child Welfare strongly preferred.
6. Must have comprehensive knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software, including Word, Excel, and other MS Office products. Proficiency with Microsoft Office suite: Word, Excel, PowerPoint, Outlook.
7. Excellent communication skills: verbal and written
8. Knowledge of another language helpful, Spanish preferred.



### **SPECIAL SKILLS AND OTHER REQUIREMENTS:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

1. Ability to establish and maintain effective working relationships with others, including members of outside agencies.
2. Strengths in public relations and customer service
3. Ability to formulate ways to identify trends, interpret and monitor data in order to implement improvement or performance improvement
4. Demonstrates strong facilitation skills, initiative and ability to work independently
5. Skills in strategic planning and short and long term goal development related to recruitment and Citrus FCN Brand.
6. Strengths in analysis, program design and implementation, public relations and quality/performance improvement.
7. Ability to assess and problem solve quickly
8. Ability to maintain confidentiality of sensitive data
9. Knowledge of community resources
10. Establish a positive relationship with community partners
11. Apply culturally sensitive and trauma informed principles and practices in everyday client care.
12. Ability to engage, interact and maintain a therapeutic relationship with clients and their families and/or legal guardian, as applicable.
13. Ability to describe to the client, the general nature and goals of the program, client rights and rules governing client conduct and infractions that can lead to disciplinary actions or discharges from program.
14. Able to receive feedback in an open and non-defensive manner and quickly incorporate the information provided through supervision/training.
15. Able to demonstrate strong interpersonal skills and effectively work with multi-disciplinary team members.
16. Attend mandatory in-service trainings within expected dates as defined by Citrus FCN policies and procedures.
17. Have thorough understanding of clinical/technical language and terminology and utilizes this language/terminology in communicating pertinent information to staff members/supervisors and within documentation.
18. Demonstrate ability to navigate, update and input clinical information in client's electronic health record/FSFN/other electronic record databases once training is completed.
19. EHR/FSFN/Other electronic record documentation is pertinent, objective, and indicates that services were performed in reliable, conscientious fashion and according to agency policies.



20. Maintain a positive and responsive relationship with other Citrus programs/personnel, as well as with outside agencies (i.e., DCF, DJJ, MDCPS, Court, etc.).
21. Demonstrates understanding and application of federal, state, local and agency confidentiality rules and professional standards of conduct.

**PERFORMANCE STANDARDS:**

1. Arrives and leaves work on time as evidenced by timesheet or electronic system and according to assigned work schedule.
2. Training reports demonstrate that staff has been participating in mandatory trainings, as assigned, and staff meetings, as scheduled.
3. Has demonstrated continued competence in use of EHR/FSFN/Other electronic record database(s) as evidenced by ability to navigate, update and enter information accurately and timely as per policies and procedures.
4. Problems identified have immediately been notified to the supervisor/administrator and recommendations followed in a timely manner.
5. Has demonstrated that intervention sessions are conducted as scheduled and as needed.
6. Has complied with supervision schedule, as per program requirements.
7. Demonstrates knowledge and adheres to all aspects of the Department's Service Plan and the Department's Policies and Procedures.
8. Demonstrates that safety rules have been followed and applied when needed.

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Employee's Name (Print)

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Employee's Signature/Date

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Direct Supervisor's Name (Print)

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Direct Supervisor's Signature/Date

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Program Manager's Name (Print)

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Program Manager's Signature/Date