

POSITION POSTING

POSITION TITLE: IPP Specialist
SUPERVISOR: IPP Supervisor
POSTING DATE: 01/15/16
SALARY RANGE: Negotiable – based on experience

GENERAL POSITION DESCRIPTION:

The Individualized Permanency Planning Specialist is responsible for the matching, assessment, placement and monitoring of the placement of children into Spaulding for Children foster homes. This includes providing services to the child from the date of placement until the permanency plan is achieved. The Case Manager is responsible for the completion/coordination of the services needed to achieve the identified permanency plan (i.e. referrals for adoption, completion of the child adoption evaluation, facilitating independent living, coordinating the return home or placement with relatives etc.)

PRINCIPLE RESPONSIBILITIES:

- Assists with the intake process
- Convenes the family conference
- Completes assessments of children referred for placement
- Assists in making the placement per policy and procedures
- Provides case management services to placements
- Serves as the coordinator for the team
- Interface with community agencies requesting placement of children
- Assumes additional responsibilities as assigned by the supervisor

QUALIFICATIONS:

- Bachelor's Degree in a relevant field of human services from an accredited college or university, with two years experience in child welfare; or
- Master's Degree in a relevant field of human services from an accredited college or university
- Successful completion of the Child Welfare Institute Training preferred
- Ability to effectively communicate with others both verbally and in writing
- Ability to work as part of a team and independently
- Effective skills in group facilitation
- Knowledge of the child welfare system and juvenile court procedures
- Good organizational skills
- Good interpersonal skills
- Strong commitment to quality family centered services and permanency for children

If interested please submit your resume and cover letter to the HR Director.

SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER