

**POSITION DESCRIPTION**  
**ALLEN COUNTY CHILDREN SERVICE**  
 An Equal Opportunity Employer

<b>Position Title: Wendy's Wonderful Kids Recruitment Specialist</b>	<b>Title of Immediate Supervisor: Special Services Supervisor</b>
<b>Pay Range: \$18.07 – \$24.52hr.</b>	<b>Unit or Office: Central Services</b>
<b>Normal Working Hours: 8:00 am - 4:30 pm</b>	<b>(flexible hours) Full-time</b>
<b>X Bargaining Position</b>	<b>Non-Bargaining Position</b>
<b>State Agency</b>	<b>County Agency</b>
<b>New Position</b>	<b>X Change</b>

**POSITION DESCRIPTION:** Uses the Wendy's Wonderful Kids (WWK) evidence-based Child-Focused Recruitment Strategy to identify legally permanent resources for youth in the county agency's permanent custody or PPLA status. Be hired by and report to the agency and abide by the agency's policies and procedures regarding time and place of work, supervision, reporting, confidentiality and all other aspects of employment. Arrange necessary authorizations to utilize WWK children, as appropriate and as permitted by the agency. Attend educational opportunities provided by the Dave Thomas Foundation for Adoption including, but not limited to, the WWK Summit hosted by the Foundation, WWK classroom training, online modules, database training, and webinars. Participates in evaluation activities as directed by the Dave Thomas Foundation for Adoption. Adheres to the *Marketing and Promotions Style Guide* provided by the Dave Thomas Foundation for Adoption.

**JOB REQUIREMENTS:**

- A. Master's Degree in Social Work (or related field) with at least two years of child welfare experience with an emphasis in foster care adoption is preferred.
- B. Bachelor's Degree in Social work or a related human service field and adoption experience may be substituted for a Master's Degree.
- C. A high degree of knowledge regarding child welfare laws, procedures and policy.
- D. Must have completed Adoption Assessor Tier I training, Tier II Assessor preferred.
- E. A valid Ohio driver's license.
- F. Auto insurance required by law and agency needs.
- G. Access to private vehicle on a daily basis.

**DUTIES; KNOWLEDGE, SKILLS AND ABILITIES**

**I. JOB DUTIES**

**90% of time**

1. Works in partnership with agency staff to identify youth to the WWK program.
2. Initiates contact and maintains ongoing communication with the youth's caseworker;
3. Maintains regular and ongoing monthly contact with the youth to foster trust and openness;
4. Conducts comprehensive review of case file, interview caseworker, and other agency staff with knowledge of the case and any available family members and/or other supportive connections to assist in formulating recruitment strategy;
5. Conducts assessment and gains input from youth to assist in decision making about the child's recruitment plan as appropriate;
6. Creates youth- focused recruitment plans for children defined by their needs not by existing strategies;
7. In an ongoing and intensive manner, identifies, locates and contacts persons with whom the youth already has or had a bond or positive relationship.

8. Maintains regular and ongoing contact with persons close to and knowledgeable about the child;
9. Develop an initial written adoption readiness assessment describing the youth's understanding and feelings about adoption.
10. On an ongoing basis prepare the child for adoption and respond to their emotional needs;
11. Once youth is matched for adoption, work with the caseworker, youth and the adoptive resource to ensure preplacement visits are implemented.
12. Educates adoptive parents as appropriate;
13. Assist with the development and coordination of the transition plan with the youth and matched family. Work with the youth and family during the transition process to assist with placement support.
14. Work in conjunction with the caseworker to ensure that the adoptive family is working towards adoption finalization.
15. Submit monthly data in the WWK database.

### **10% of time**

1. Participates in monthly adoptive parent recruitment events and support meetings (e.g. attends meetings, activities, fund raising projects);
2. Presents speeches to interested community groups about services the agency provides;
3. Attends workshops, seminars, conferences, in-service training sessions to enhance knowledge of new techniques and methods utilized in child welfare;
4. Attends pre-adoptive staffings, matching conferences, or other related meetings for foster/adoptive situations assigned to worker;
5. Participates on committees and task forces as required and assigned by supervisor.

## **II. KNOWLEDGE REQUIRED**

- A. WWK Child-Focused Recruitment Strategy
- B. Agency policies and procedures
- C. Ohio Administrative Code Rules
- D. Interview techniques
- E. Counseling (child and family)
- F. Social work techniques
- G. Court processes and procedures
- H. Federal and state documentation procedures

## **III. SKILLS REQUIRED**

- A. To assess child and adoptive family functioning, including risk assessment
- B. To assess casework intervention skill and effectiveness in helping children and adoptive families
- C. To work cooperatively with and relate to other units within the agency
- D. To work cooperatively with other agencies and professional persons
- E. To listen carefully and provide honest, constructive feedback
- F. To record, analyze and organize information to meet agency need
- G. To communicate effectively both orally and in writing
- H. To plan, organize, and prioritize job duties
- I. To operate personal computer

## **IV. ABILITIES REQUIRED**

- A. Interpret a variety of instructions in written or oral form;

- B. Maintain accurate records;
- C. Organize groups and lead discussions;
- D. Prepare clear and concise documentation which is accurate at all times;
- E. Case records will be complete, current, and meet all agency and state requirements as indicated through periodic quality checks, and could serve as a training tool;
- F. Demonstrate expertise as indicated through proper and effective case resolution, quality recruitment plan development and implementation;
- G. Ability and willingness to travel with flexibility to work evenings and occasional weekends.
- H. Ability to cultivate strong working relationships with diverse populations, including public agency staff.
- I. Participates in evaluation activities as directed by the Dave Thomas Foundation for Adoption;
- J. Adheres to the *Marketing and Promotions Style Guide* provided by the Dave Thomas Foundation for Adoption.

### **Equipment Operated**

Computer, ten-key calculator, printer, copier, fax machines

### **Physically Demanding and Hazardous Working Conditions Inherent in this Job**

*Physical Demands and Hazardous Working Conditions: The physical demands and hazardous working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may continuously repeat the same hand, arm, or finger motion many times as in typing. The position frequently requires non-stop typing on the computer. The employee must occasionally lift and/or move up to 25 pounds, such as files or boxes. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The position requires the individual to meet deadlines with time constraints and to interact with the public and other workers.

The employee may occasionally come into contact with irate or upset individuals.

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*


The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public and staff. The employee will be required to meet multiple demands from several people.

### **Work Hours**

Standard work hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. Some evenings and weekend work may be required. Working hours may vary dependent upon need.

\*Due to the additional monthly after hour duties required specifically of this unit, this position is not required

to carry the pager but may choose to do so.

<b>List titles of positions supervised. If more than eight, list totals only.</b>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>	<b>DATE</b>
		<b>8/2/2022</b>

**Date Revised: 8/2/2022**  
**Date Adopted: 8/2/2022**

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(Administrative Services)  
Fax: 419-227-4009  
(Social Services)

*Protect Children . . .  
Strengthen Families!*



Please submit the following information to [Kari.Wireman@jfs.ohio.gov](mailto:Kari.Wireman@jfs.ohio.gov) or fax to HR Manager at: 419-229-2296

- Letter of Interest
- Resume

*IT TAKES a COMMUNITY to PROTECT a CHILD*