Children’s Hospital of Wisconsin

Entity: Children’s Service Society of Wisconsin (Milwaukee Office)

Position Opening: Family Finding Specialist

General Summary:
Provides Family Finding direct service by conducting intensive relative searches and engaging relatives to support youth in Out of Home Care. This role articulates the vision and mission of the Agency internally to staff and externally to customers and funding sources.

Essential Functions:
- Provides quality direct service to individuals, families and groups, in the form of Family Finding activities.
- Assists the Program Manager and Directors to develop and sustain positive working relationships with funding sources, community members and community agencies to promote, build support for and increase referrals to the Family Finding program.
- Participates in Family Finding staff meetings.
- Assists as needed in conducting public relations/marketing activities as related to the programming, which includes creating outreach publications and public speaking.
- Fields incoming calls/inquiries from youth, families, care providers and community partners.
- Provides consultation to CSSW staff, referral sources and community partners.
- Develops Treatment Plans with appropriate goal setting.
- Maintains case files including progress notes and other required paperwork/documentation.
- Provides case consultation and case review with colleagues.
- Communicates with client collateral contacts, i.e. school personnel, health care providers, and family members.

Minimum Knowledge, Skills and Abilities Required:
- Bachelor’s Degree in Social Work or related field required.
- Social Work licensure OR eligible for Social Work certification at time of hire with certification/temporary license/training certificate required within 6 months of hire.
- Knowledge and training in foster care system and prior experience in the out-of-home care field. Familiarity with community resources and or ability to be resourceful in an effort to establish community linkages and a referral network.
- Ability to work and establish rapport with a variety of audiences including participants, internal staff (including related programs within CSSW), community partners, care providers (including foster and adoptive parents, and group homes), educators, administrators, media and funders.
- Experience working with families of diverse ethnic, cultural and socioeconomic backgrounds strongly preferred.
- Some evening hours may be required.
- Requires local and statewide travel.

Apply on-line at: http://www.chw.org/jobs

Contact Information:
Tim Faulks, HR Consultant
Telephone – 414-337-8227
E-mail: timothy.faulks@cssw.org