

Lead Adoptions Specialist

POSITION OBJECTIVE: Facilitate activities that promote timely permanency in cases where termination of parental rights has occurred. The position will ensure completion and achievement of key performance indicators related to children receiving permanency through the adoption finalization.

ESSENTIAL FUNCTIONS:

- Facilitate permanency staffings on cases as to children who have been permanently committed to the department with the goal of adoption.
- Monitor and promote movement for all cases on children permanently committed with the goal of adoption
- Manage and carry out projects and program development efforts as needed
- Serve as problem solving resource for adoption case management on children who have an identified family and cases which requires individualized recruitment
- Monitor and assist in management of key system processes and outcomes related to adoption finalization
- Support initiatives designed to improve agency performance on key indicators
- Coordinate with local providers to help ensure services are arranged and active
- Monitor service outcomes and guide partners through interpretation and practical application
- Participate in community activities such as ad hoc communities and work groups
- Participate in the Quality Assurance/Quality Improvement Process
- Comply with all personnel policies & procedures

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree from an accredited university and 5 years of experience in a human services field
OR
Master's degree from an accredited university and 3 years of experience in a human services field
- Child Protection Professional Certification – Prior certification or significant employment history in the child protection field may substitute
- Comprehensive understanding of child protection practice methodology
- Experience facilitating group conversations
- Certification in Adoption Competency

PREFERRED:

- Master's degree in a human services field

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- Extensive knowledge of child protection, including case management, out of home care, adoption and family permanency
- Understanding of behavioral health concepts and their relevance to child protection
- Prior experience with FSFN and related reporting

SKILLS:

- Excellent interpersonal skills
- Excellent assessment skills and intervention strategies
- Excellent critical thinking skills
- Strong verbal and written communication
- Ability to act with a high level of independent judgment
- Ability to establish and maintain effective working relationships with a variety of other professionals
- Ability to evaluate and analyze data
- Ability to handle confidential information appropriately
- Ability to direct training activities and programs
- Ability to travel and work flexible hours as required
- Ability to set appropriate limits and boundaries
- Knowledge of community resources

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date