

JOB DESCRIPTION
JOB TITLE: Adoption Specialist

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Promotes the well-being of children, supports Case Management teams in removing barriers to permanency for children in the foster care system who are legally free for adoption.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Provides support to Case Management teams in finding adoptive families for children in the foster care system who are legally free for adoption, including researching and recommending possible relative options.

Plans events in the Community to recruit for general and child specific adoption matches.

Maintains TARE profiles for all children free for adoption whose Permanency Plan is Adoption.

Screens inquiries from TARE as well as other types of inquiries to identify best match for children who are free for adoption.

Provides support to Case Management teams in accomplishing tasks to achieve the finalization of an adoption to include consultation on specific issues related to preparation of the child for an adoptive placement.

Identifies, tracks and monitors children and youth with a goal of adoption who are experiencing barriers to permanency.

Initiates, gathers, and completes required documents or procedures associated with adoption.

Maintains a close working relationship with public and private agencies involved in providing services/support to adoptive placements.

Participates in team meetings, provides information to the responsible agency(ies) on all matters related to the child, as required.

Participates in case planning conferences at required intervals, if needed

Coordinates community resources for the benefit of children served.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Coordinates with Agency behavioral health and family permanency staff, and staff from external public and private agencies on the delivery of services to children and families.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in child and family services field preferred. High School or GED and two years of experience in child and family services field required. Prior experience in providing adoption services in the public or private sector preferred.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Facilitates monthly adoption staffings with all permanency programs to guide case progression.

Reviews subsidy packets for adoptions nearing finalization.

Manages TARE and general recruitment efforts.

Facilitates formal staffings for the matched adoption process.

Employee Printed Name

Date

Employee Signature