

Job Title	DIRECTOR OF ADOPTIONS
State	Florida
Program	Children's Network of Hillsborough, LLC
Reports to	Chief Operating Officer
FLSA Status	Exempt
Job Description Statement	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

MISSION STATEMENT

The Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

The Director of Adoptions and Permanency is responsible for the oversight and direction of all activities related to adoption case management, recruitment and adoption support in Circuit 13.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Design and implement the Adoptions and Adoption Overlay system

- ◆ Oversees activities directly related to increasing the number of adoptive homes in Hillsborough County, recruitment, and training of prospective adoptive parents.
- ◆ Oversees timely completion of all adoptive home studies and child studies.
- ◆ Participated directly or indirectly in all activities that promote community awareness of the adoptions program and the need for adoptive families.
- ◆ Oversees the matching process to assure the most appropriate families are identified to adopt TPR'd children.
- ◆ Develops and maintains policies and procedures for adoption and adoption related services.
- ◆ Recruits, hires, trains, supervises and evaluates staff
- ◆ Maintains compliance with all child welfare laws, and policies and procedures governing adoption and related services
- ◆ Submits monthly reports as required.
- ◆ Participates in the on-going development and related activities of a comprehensive quality improvement process within the division.
- ◆ Works collaboratively with the Director of Licensing to identify families in MAPP training that are interested in adopting available children from the system of care.
- ◆ Assures complaints from adoptive and waiting families are handled appropriately and timely.
- ◆ Works collaboratively with the Directors to assure that appropriate steps are taken related to cases accepted for TPR.
- ◆ Provides technical assistance and training to all adoptions specialists working for the case management providers.
- ◆ Provide technical assistance to all Case Management Organizations regarding educational supports and post adoptive services.

- ◆ Works directly with the case management project directors in all matters pertaining to adoption and related services.
- ◆ Develops job descriptions for professional and support staff; ensures accountability; and performs regular employee performance reviews.
- ◆ Maintains budgetary responsibilities for adoptions and related services.

2. Performance Reporting

- ◆ Analyze monthly management and performance reports
 - Provide monthly Team Meeting Reports for the CMOs

3. State and Federal Reporting

- ◆ All State and Federal reporting requirements will be met in a timely manner, including:
 - Fostering Connections to Success and Increasing Adoptions Act
 - Development, updating and maintenance of 5-year Prevention plan
 - Local Performance Improvement Plan

4. Technical Assistance

- ◆ Provide technical assistance on federal and state laws, rules, and programmatic and procedural issues
- ◆ Identify technical assistance needs
- ◆ Provide programmatic expertise for In Home, Out of Home, Adoptions, Independent Living
- ◆ 100% of children in the 9th month of dependency status will be staffed in a timely manner and quarterly then after

WORKING HOURS

CNHC's work week is Monday through Friday, 40 hours per week. Your supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm.

TRAVEL

Travel in and outside of Circuit 13.

TRAINING

All employees must complete fifteen (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

- ◆ Must attend at least one (1) annual conference related to child welfare;
- ◆ Must maintain any certification required to execute quality assurance reviews.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities. There are seven (7) subordinate supervisors reporting to this position.

DIRECT SUPERVISION OF:

- ◆ Adoptions Case Manager Supervisors
- ◆ Wendy's Wonderful Kids Supervisor
- ◆ Adoption Program Supervisor
- ◆ Administrative Assistants

EDUCATION AND EXPERIENCE

Master's degree or Bachelor's degree from four-year College or university;

- ◆ Official transcripts are a mandatory requirement
- ◆ A minimum of five (5) years of management experience and five (5) years of child welfare experience; and

SKILLS AND ABILITIES

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier and mail machine. Must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, Access, Publisher and Outlook. Must be competent with basic e-mail protocol and procedures; excellent written and oral communication skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. Must possess excellent organizational skills and abide by the highest standards of confidentiality.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license required, with proof of insurance
- ◆ Driver's license check is a requirement
- ◆ Child Welfare Certification is required for this position
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Annual Tuberculosis testing is a requirement
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

OTHER REQUIREMENTS

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent, to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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.

This job requires the ability to sit for extended periods; walk; stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. This job requires visual acuity sufficient to read and to operate standard modern office machines. The employee must occasionally lift and/or move up to 25 pounds.

ADA: Children's Network of Hillsborough, LLC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EEO: Children's Network of Hillsborough, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.

Children's Network of Hillsborough, LLC is a Drug-Free Workplace.

WORK ENVIRONMENT

This is work in an office environment, with a moderate noise level.

All personnel who provide or oversee direct services must demonstrate the following capacities:

1. A commitment to empowering others to solve their own problems
2. Valuing a nurturing family as the ideal environment for a person
3. A conviction about the capacity of people to grow and change
4. The ability to establish a respectful relationship with persons served to help them gain skills and confidence
5. The ability to work collaboratively with other personnel and/or service providers or professionals
6. The capacity to maintain a helping role and to intervene appropriately to meet service goals
7. The ability to set appropriate limits
8. Safety and permanency of children

I certify that the statements above to the best of my knowledge accurately describe the duties performed and agree that I am qualified in education and skill to meet the requirements of the position. If the employee does not agree, indicate here:

Supervisor:		Date:	
Employee:		Date:	
Reviewing Authority:		Date:	
Do Not Agree:			