

JOB DESCRIPTION

Title: Director of Adoption Programs and Humanitarian Aid

Reports to: EVP Adoption Programs, Chief Program Officer

Department: Program

I. Primary Purpose

The Director of Adoption Programs, and Humanitarian Aid will report to the EVP, Adoption Programs, Chief Program Officer and is part of the leadership team at Spence-Chapin. The Director will supervise at least four Associate Directors and other managers and provides direction and management to about 15 professional staff in various social work and outreach positions. The ideal candidate will manage the development of the agency's domestic, special needs, international adoption programs, granny aid, and outreach initiatives. The Director should have extensive knowledge and experience in adoption, child welfare and child development, especially the issues related to the adoption of older children or children with special needs, and children who have been institutionalized from birth.

The Director oversees the entire process of adoption, from the recruitment of adoptive families, their assessment and preparation for adoptive parenting, the referral of a child to a family, post-adoption supervision and support and the safe and ethical operation of our programs in the U.S. and overseas in participating countries in South America, Eastern Europe and Africa. The ideal candidate will also oversee birth parent services and outreach including options counseling, permanency planning, adoption process and/or referral to community support services, hospital visits, selection process and placement. The Director will have oversight of our humanitarian aid programs in the US and oversees and develop strategies around growth and implementation. The Director will provide strategic guidance for outreach initiatives for purposes of community development, client recruitment and promotion of services.

II. Key Performance Indicators

- Manages all internal and domestic and international adoption programs and humanitarian aid programs.
- Supervises staff in adoption and humanitarian aid programs to ensure safe, ethical adoptions.
- Identifies Program outreach and marketing needs.
- Determines appropriate departmental structures; develops an effective and cohesive team.
- Develops, updates and implements departmental policies and procedures to ensure quality programs and the best possible service for clients.
- Guides department's approach for client recruitment, assessment, and preparation for adoptive parenting. Ensures sound clinical practices.
- Oversees and facilitates growth in all adoption programs. Initiates new programs and models of practice to maintain the organization's high standards of practice.
- Engages quality representatives in the foreign countries who represent the organization's highly professional practices and maintain its ethical standards. Supports ongoing programs in those countries and help program staff resolve problems.
- Ensures that staff keeps abreast of changes in foreign and domestic laws and regulations affecting international and domestic adoption, including INS rules, the implementation of the IAAME in the U.S and other legislation that may be pertinent.
- Travels as needed to oversee programs and humanitarian initiatives in international countries.
- Develops and manages services for birth parents which enable them to be connected quickly to a social worker for information and assistance, receive support and counseling about planning for themselves and their baby, and obtain follow-up services as needed.
- Oversees and directs outreach for programs in collaboration with Marketing Director
- Ensures achievement of organizational goals and objectives.

- Participates in budget development; monitor budgets of reporting departments.
- Performs any other department or agency-related duties or special projects as directed by EVP, Chief Program Officer

III. Education & Experience

- Preferred MSW from an accredited school of Social Work or equivalent thereof
- A minimum of seven years of experience in adoption; child welfare experience preferred.
- Five or more years of management experience
- Knowledge of and sensitivity to cultural diversity and cross-cultural issues
- Ability to make decisions or intervene in difficult or complex cases and resolve problems as they arise,

IV. Technical Skills

- MS Office –Proficiency in Word, Excel and Outlook
- Experience with Salesforce, SAM or other database platforms
- Knowledge of completing case notes in a database environment

V. Key Competencies

- Strong adaptable leader who is open to challenges and changes; a team player who can also function independently, assume responsibility and provide direction
- Ability to provide staff with leadership and guidance regarding the issues related to adoption, child welfare, etc.
- Passionate commitment to the welfare of children and the mission of Spence-Chapin