

## JOB DESCRIPTION



**Title:** Director, Pre & Post Adoption Services **Reports to:** Chief Executive Officer (CEO)

**Department:** Pre & Post Adoption Services

### I. Primary Purpose

The Director of Pre and Post Adoption Services reports to the CEO and is part of the leadership team at Spence-Chapin. The Director of Post Adoption Services provides direction and management of a professional staff of clinicians, social workers, and related staff. The Director oversees the preparation for adoptive parenting and home study services, counselling, post placement and post adoption supervision and support, mentorship, community programming and events (including virtual), and the provision of special clinical services.

The Director develops and administers program content and establishes new program objectives to meet the needs of an expanding community. This is a highly visible position within the agency and the adoption community. The Director will coordinate and direct expansion strategies, build strategic partnerships and manage program fiscal operations within the Pre and Post Adoption Services (PPS) Department in conjunction with the CEO, and with oversight by the Board of Directors.

The Director possesses a strong knowledge base in the areas of child development, clinical issues and evidence-based practice related to adoption, and a passionate commitment to the welfare of children and the mission of Spence-Chapin.

### II. Key Performance Indicators

#### **Business Development & Financial Management**

- Designs and manages the PPS budget.
- Grows PPS to achieve annually approved budget parameters.
- Directs short-term and long-term planning and budget development to support strategic agency goals.
- Provides consultative support for planning initiatives through financial and management information analyses, reports, and recommendations.
- Assists the CEO and the Board of Directors regarding PPS's development and sustainability.
- Works with the CEO on developing creative content and new programming as the need arises.
- Able to analyze and assess overall performance of the department.
- Works with CEO on developing and delivering quarterly presentations and reports for the Board of Directors.

#### **Programmatic Management**

- Oversees and facilitates growth in direct services in the following program areas through outreach and networking:
  - Home study and Post Placement/Post Adoption Services
  - Counseling
  - Mentorship, Community Programming and Events (including virtual)
  - Trainings to professionals and families
- Provides leadership in all strategic planning activities within PPS.
- Assesses, extracts, and implements quantifiable program-related data.
- Assess viability of community engagement events.
- Ensures efficiency of the home study process.

### **Client Management**

- Develops and maintains effective working relationships with PPS clients.
- Ensures sound clinical processes; makes decisions and intervenes in difficult or complex cases.
- Establishes strong working partnerships with all PPS stakeholders.
- Works with a diverse service population.
- Will be expected to carry a small case load of clients.
- Supports and participates in Spence-Chapin's fundraising, public relations, and educational activities: presentations, workshops, media interviews.

### **Human Resources & Management**

- Works collaboratively with the leadership team and staff.
- Determines appropriate departmental structure; develops an effective and cohesive team.
- Ability to lead and motivate a team.

### **Education & Experience**

- Licensed Master of Social Work (LMSW), or equivalent required, with preference for a Licensed Clinical Social Worker (LCSW).
- Proven expertise in adoption, both internationally and domestically.
- 7+ years of senior management/supervisory experience required.
- 4+ years adoption/child welfare experience required.
- Knowledge of and sensitivity to cultural diversity and cross-cultural issues.

### **Technical Skills**

- MS Office –Proficiency in Excel, Word, PowerPoint, Outlook.
- Experience with database platforms.

### **Key Competencies**

- Excellent oral and written communication skills.
- Strong organizational skills.
- Ability to delegate when necessary while maintaining oversight and providing direction.
- A commitment to the full breadth of responsibilities of this position, including a flexible work schedule in order to attend evening and weekend events and travel requirements.
- Ability to balance and prioritize operational goals with programmatic success.
- Innovative leader who will take initiative in building, supporting and growing programs.

***This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***