

JOB DESCRIPTION



Title: Manager (Clinician), Pre and Post Adoption Services

Reports to: Director, Pre and Post Adoption Services

Department: Pre and Post Adoption Services

I. Primary Purpose

The Manager role in the Pre and Post Adoption Services (PPS) department holds responsibilities in two core areas – clinical services and training. This role requires the application of both clinical as well as administrative skills.

The ideal candidate has experience in child development, adoption and/or child welfare. This role requires strong clinical skills in working with children and adults and the ability to provide parent and professional trainings on clinical topics such as grief & loss, trauma and attachment. The individual must have flexibility when scheduling evening appointments.

II. Key Performance Indicators

Clinical Services:

- Provide ongoing, clinical services and monitoring for a caseload of 15-20 clients
- As a member of the clinical team, participate in team consultation and clinical supervision
- Provide clinical services in a range of modalities to the adoption constellation both private and public adoption
- Complete progress notes and other written documentation in accordance with agency protocol or contractual agreements
- Work with Director to ensure appropriate protocols and interventions
- Represent Spence-Chapin when necessary at conferences, community events and with partners.

Training:

- Facilitate trainings in-person and virtually
- Create and facilitate programming for:
 - Professional trainings
 - Parenting workshops
 - Family events
 - Conferences and expos
- Outreach and relationship building to expand network of partner organizations
- Provide additional assistance within and outside of counseling areas, as requested and/or as appropriate, to ensure the ongoing success of counseling services at the organization

III. Education & Experience

- Licensed Master Social Worker (LMSW or LCSW, or related field (psychology, mental health, etc.)
- Familiar with trauma and/or attachment models of therapy
- Minimum 3 years' experience working with children and families
- Strong interpersonal skills and charismatic presentation style
- Knowledge of providing telehealth services and virtual presentations

IV. Technical Skills

- MS Office –Proficiency in Word, Excel and PowerPoint
- Experience with database platforms and entering case notes

V. **Key Competencies**

- Must be open and flexible to demands of evening appointments
- Demonstrated clinical experience
- Strong oral and written communication, presentation and interpersonal skills
- Strong organizational skills with ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow through and attention to detail
- Strong analytical skills; critical thinking and problem solving
- Additional languages a plus

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.