

## JOB DESCRIPTION



**Title:** Manager, Domestic Adoption Programs  
**Reports to:** Director, Domestic Adoption Programs  
**Department:** Domestic Adoption

### I. Primary Purpose

This position is based at Spence-Chapin's Manhattan office and will work closely with the Director of Domestic Adoption Programs. The Manager will provide clinical support and guidance to prospective adoptive parents pursuing infant adoption through Spence-Chapin's Domestic Adoption Program. This individual will provide parent preparation by conducting monthly orientations to new prospective parents, facilitate matching and placement services, and case management of approximately 100 adoptive families. The ideal candidate must possess excellent organizational and communication skills, program management and an enthusiasm to connect with diverse communities. This individual is an excellent written and verbal communicator, and skilled at client engagement. The Manager is energetic, skilled multi-tasker, creative problem solver, and positive team player. This is a full-time, in-person position with an annual salary range of \$60,000-\$65,000.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### II. Key Performance Indicators

#### **Counseling and Case Management**

- Provide direct client services/social services that require the use of clinical skills and judgment
- Work with the Domestic and Special Needs Adoption Team to facilitate the adoption process for families adopting through Spence-Chapin's Domestic Adoption Program
- Facilitate monthly orientation meetings providing education to prospective adoptive parents on core adoption themes, and best practices in adoption
- Assist clients in preparing home study documents
- Conduct home study assessments, home study updates, and post placement supervision
- Provide supportive counseling to prospective adoptive families throughout their adoption process
- Document all activities and case notes in internal database
- Maintain weekly tracking reports for all in-process families to assure that their case is moving forward
- Maintain electronic records in a timely manner including SAM case notes and SAM document uploads
- Track client payments when program or professional service fees are due

- Perform any other department or agency-related duties or special projects as directed by supervisor
- Supervise the Domestic Adoption Program Coordinator and the Manager of Adoptive Parent Services

#### **Education & Experience**

- MSW from an accredited school of social work
- Valid NY State driver's license and clean driving record preferred
- Experience in adoption and child welfare
- 1-2 years' relevant work experience

#### **Technical Skills**

- MS Office –Proficiency in Excel, Word, and PowerPoint
- Experience with database systems and platforms

#### **Key Competencies**

- Strong program managing skills, including robust organization, administrative, communication and written skills
- 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

**To apply:** Please send cover letter and resume to [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org)

***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.***