



## Job Description Form

**Position Title:** Adoption Program Administrator

**Program:** Adoption

**Reports to:** Executive Director

**FLSA Status:** Non-Exempt

**EEOC:**

**General Summary:** Oversee the proper function, supervision, and management of the adoption program including program planning, budget, & contracts. Supervise adoption staff including providing clinical supervision. Outreach and networking. Maintain relationships with partnering agencies including the Utah Department of Child and Family Services. Review adoption home studies and post placement reports, post adoption counseling, trainings/education to clients & staff as needed. Post adoption counseling as needed.

**Essential Job Functions:**

**Duties:**

- Attend Children's Service Society staff meetings as scheduled
- Attend coordinators meeting as scheduled
- Attended monthly meeting with executive director
- Facilitate Adoption staff meetings weekly as needed
- Provide supervision to adoption staff
- Review & sign home studies & post placement reports
- Participation in Utah Adoption Council
- Oversee update of all adoption program policies & procedures as needed & assist with annual audit
- Presentations to DCFS, local & national groups related to foster care/adoption
- Participation in Partners meetings with DCFS, OL, Utah Foster Care, & Adoption Exchange
- Review contracts and oversight of completion of contracts
- Oversee ICPC process as needed
- Ensure program is up to date with local and national adoption laws and regulations
- Provide mental health therapy to post adoption clients as needed
- Follow company policies
- Follow best practice guidelines for mental health files and adoption files
- Collaborate with partnering agencies and groups including DCFS
- Others duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of company products and services and policies and procedures
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and various business contacts in a professional and courteous manner
- Ability to work in a team environment
- Ability to organize multiple work assignments and establish priorities
- Skill in using social media to increase awareness of CSS adoption program and to engage clients
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality
- Knowledge of adoption processes, foster care, procedures, laws, and mental health.

**Education and Experience:**

- A. LCSW
- B. Minimum 1 year adoption experience
- C. Minimum two years post LCSW experience

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
<b>Seeing:</b> Must be able to read computer screen and various reports				X
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				X
<b>Standing/Walking</b>	X			
<b>Climbing/stooping/kneeling</b>	x			
<b>Lifting/pulling/pushing</b>	X			
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system				X

**Note:** The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.