



**Children's Service
Society of Utah**

Kinship Care - Adoption - Caregiver Support

Position Description

Title: Adoption Program Director

Reports to: Executive Director

Location: Salt Lake City, Utah

Salary Range: \$70,000 - \$85,000 DOE

THE AGENCY

Organized in 1884, Children's Service Society is Utah's oldest non-denominational nonprofit agency with services that focus on the well-being of children and families. It started as the Orphan's Home and Day Nursery Association to help destitute, neglected, and orphaned children and to assist poor working mothers. The name was changed to Children's Service Society of Utah in 1927 to reflect the increasing number of foster care services for children that the agency began in 1890. Children's Service Society provided an institutional home for over 60 years for hundreds of orphaned or needy children throughout Utah and the Intermountain West.

Services have been added as society's needs have changed, but the agency's efforts and effectiveness have consistently improved the well-being of children and families.

Today, Children's Service Society offers the Support Services Program, which includes Adoption, GRANDfamilies Kinship Care, Home Visitation, and mental health services; and Care About Childcare which assists parents in finding licensed child care, trains child care providers for licensure by the Utah Department of Health, and provides on-site quality improvement coaching for child care programs.

THE POSITION:

Children's Service Society is looking for a proactive, driven, and skilled individual to lead Utah's oldest adoption program to a new level. This position will focus on expanding CSS's reach in the community, serving expectant and adoptive parents, overseeing all home studies, and supporting team members and the program with all the administrative operations needed. We look for an individual who is a good team member with initiative, collaborative and excellent leadership skills.

The Adoption Program Director will be part of CSS leadership and will work with the rest of the directors to ensure all programs are aligned, foster relationships within the agency, and be an ambassador for the program and CSS.

RESPONSIBILITIES:

- Attend Children's Service Society staff meetings and other meetings as scheduled
- Review & sign home studies & post-placement reports
- Participation in Utah Adoption Council, UFA, Partners meetings with DCFS, OL, Utah Foster Care, & Adoption Exchange, and other meetings if applicable
- Oversee update of all adoption program policies & procedures as needed & assist with annual audit
- Review contracts and oversight of completion of contracts
- Create and present training for new employees and continuing staff as required by the contracts and licensing
- Oversee ICPC process as needed

- Ensure the program is up to date with local and national adoption laws and regulations
- Provide mental health therapy to post-adoption clients as needed
- Ensure a focused and productive team approach with excellent integrated service delivery through a compassionate and motivational supervisory style that recognizes individual and collective strengths and inspires teams
- Build a team, resolves conflicts, and facilitates group interaction both within the team and with cross-departmental teams.
- With Executive Director, develop and monitor annual goals and objectives with defined metrics, processes, and deliverables to ensure achievement within budget
- Participates and provides reports in Executive Leadership and Board of Directors meetings and other leadership meetings, as required
- Provide services and supports to Expectant Parents, Prospective Adoptive Parents, and other program clients, including tracking and managing inquiries regarding adoption services. Assisting or running monthly support groups for adoptees, birth parents, and adoptive parents
- Follow best practice guidelines for mental health files and adoption files
- Other duties as assigned

EDUCATION AND EXPERIENCE

- LCSW/CMHC/LMFT
- Minimum 1-year adoption experience
- Minimum two years post LCSW experience

SKILL SET AND ATTRIBUTES:

- Knowledge of company products and services and policies and procedures
- Skill in operating equipment, such as personal computers, 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 the confidentiality
- Knowledge of adoption processes, foster care, procedures, laws, and mental health.

COMPENSATION & BENEFITS:

Children Service Society offers a comprehensive compensation package, including salary and benefits. The salary range is \$70,000-\$85,000 DOE. Benefits include Medical coverage, 403(b) non-matching, generous paid time off, free child care, holiday pay, and paid winter break.

TO APPLY:

Pathway Associates has been retained to lead this recruitment effort on behalf of the Children's Service Society. Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically to admin@cssutah.org with "Adoption Program Director" in the subject line. We are pleased to answer any questions or supply further information as needed. All inquiries or referrals will be held in strict confidence.