

Date Posted: Monday, May 9, 2016
Respond by: Thursday, June 9, 2016

Position / Title: Director- Adoption (Full Time)

Location:

Fay Biccard Glick Family Place
3801 N. Temple Avenue
Indianapolis, IN 46205

Reports to: Vice President

Purpose / Scope:

As our successful Director of Adoption, you would provide program leadership and oversight to adoption staff in the Post Adoption Services, Adoption Counseling and Wendy's Wonderful Kids programs.

Essential Duties:

Specifically, you would be responsible for the following:

Leadership / Management (55 %)

- Provide the overall strategy and goals for the Program
- Ensure grantor / customer satisfaction
- Ensure staff are meeting work product expectations
- Hire, develop, hold accountable and if necessary, terminate Program staff
- Mentor and coach staff through training, inspiration, motivation and encouragement
- Hold staff accountable to service standards and ensure the processes and procedures are followed according to program standards
- Oversee vendors to ensure client information, and inquiries are managed in accordance with DCS goals and outcomes
- Respond to crisis calls from program staff
- Work within the structure of DCS Region and broker community

Relationship Development (25 %)

- Build and maintain a strong network of relationships– DCS, community adoption providers, mental health agencies, schools and community agencies
- Regularly collaborate and communicate to maintain and establish a strong referral network
- Deliver educational presentations throughout the community to support recruitment
- Proactively market the program through one-on-one interactions

Financials (10 %)

- Responsible for billing, budgets and contractual relationships within the program

Reporting (10 %)

- Compile and analyze the data for recruitment and retention goals and outcomes
- Maintain case and agency paperwork according to standards

Qualifications:

To be successful in this role, you need to have the requisite knowledge, skills and abilities:

- A Master's degree in social work or related field is required.
- Knowledge of child welfare and adoption systems
- A valid driver's license and proof of insurance
- First aid and CPR required, but can be obtained upon hire
- Expert technology skills with mastery of entire Microsoft Suite including Internet and email
- Clear, effective communications skills
- Knowledge of and adherence to current confidentiality practices

- Appreciation for and ability to respond to cultural differences

In terms of prior work experience, we prefer that you have worked in the field of adoption and/or child welfare, leadership experience a plus.

Respond to:

For consideration, qualified applicants please submit resume and salary history with a letter of application stating the position for which you are applying to:

Brooke Clawson

Email: bclawson@childrensbureau.org

NO PHONE CALLS PLEASE