

 **JOB DESCRIPTION**

POSITION TITLE: Adoption Program Deputy Director

FLSA Designation: Exempt

EEO Designation: Officials & Managers

SOC: 11-9151

Last Reviewed/Updated: 01/05/23

**Job Summary:** This is a skilled professional position providing high-level supervisory and quality assurance services toward achieving timely permanency through adoption children within Circuits 3 and/or 8. This position provides oversight of designated Adoption Department staff including the Diligent Search Specialist and the Post-Adoption Liaison, and tracks and monitors data and performance across the adoption program. This position will also provide quality assurance support across the program, and specific programmatic support to the Adoption Program Director.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principle:** To provide a safe environment for all children

**Competency:** Ability to be proactive, decisive and employ crisis intervention principles appropriately.

**Skills Needed:**

* Understanding the basis in federal and state law, rules and regulations, and operating procedures for the operation of child welfare adoption programs
* Experience in critical decision-making including, but not limited to, adoptive family approval criteria, adoptive family selection, and separation of siblings for adoption
* Adoption competency and understanding of the impact of adoption processes and decisions on the permanency and well-being of children with an adoption goal.
* Understanding of the dynamics of adoptive families and risk assessment toward consultation on post-adoption investigations.

**Core Functions:**

* Provides consultation and support on adoption cases as needed to Adoption Program Supervisors and Adoption Program Director
* Supervises positions of Diligent Search Specialist and Post-Adoption Liaison

**Core Principle:** To individualize services to meet the needs of children and families

**Competency:** Commitment to using a strength-based, child-centered, family-focused practice with the ability to identify strengths and needs and engage the family in a strength-based assessment process

**Skills Needed:**

* Ability to identify and implement service solutions to meet the needs of adoptive families and children in open services and post-adoption cases.

**Core Functions:**

* Tailors strategies for permanency through adoption to the particular needs of children and prospective adoptive families in Circuits 3 & 8
* Provides supervision and support to staff working to provide services to post-adoptive families
* Supports efforts to prevent disruption of adoptive placements and dissolutions of finalized adoptions.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:** Commitment to ensuring accountability and a results-based orientation.

**Skills Needed:**

* Ability to collect and analyze data toward advancement of quality assurance measures and performance
* Ability to communicate and present findings and recommendations in various settings
* Ability to troubleshoot and provide constructive input for development of process improvements
* Attention to detail
* Strong communication and interpersonal skills
* Commitment to urgency of permanency through adoption for waiting children
* Ability to successfully implement and support attainment of deadlines

**Core Functions:**

* Provides Quality Assurance and Support to meet the needs of PSF’s Adoption Program, including but not limited to performance measures set forth by the Department and initiatives and goals established by PSF
* Uses data to inform practice and provides consultation toward implementation of results-based best practices
* Collects, tracks and analyzes data to assure PSF Adoption Performance in accordance with PSF’s Priority of Efforts and Department goals with a focus on effective use of PSF resources across programs. This may include, but not limited to:

-Tracking adoption case progression and identifying/analyzing barriers;

-Ensuring timely documentation of case staffings in FSFN;

-Tracking length of stay toward maximizing cases finalizing within 24 months length of stay

-Tracking expiration dates of licenses for licensed Level 1 and Level 2 foster homes with pending adoptions; and

-Tracking placement disruptions to assess trends and to increase successful and supported adoptive placements and to ensure completion of Adoption Disruption Summary forms

* Manages Case Intake Process including tracking of adoption goal changes and timely initial case assignments to adoption staff
* Provides quality reviews of dependency files at time of adoption goal change to identify case level needs and system level trends resulting in incomplete files toward agency-wide improvements in completeness of dependency case files
* Provides quality reviews of adoption home studies, child studies, and subsidy file documents for legal adoptive placements
* Identifies and promotes useful measures to improve coordination of adoption needs requiring interdepartmental and/or interagency collaboration
* Tracks compliance on adoption tasks in FSFN including documentation of home visits, court hearings, and notes; timely completion of the Adoption Tab; and AFCARS needs
* Provides support toward timely filing and receipt of Adoption Case Activity Report by Children’s Legal Services
* Tracks timely posting of children in need of recruitment on the Explore Adoption website and PSF Heart Gallery
* Assists staff with case level and system barriers with obtaining birth certificates, birth records, putative father registry certificates or other needed documents as needed
* Assists director with programmatic needs including in support of Adoption Applicant Review Committee meetings and documentation, agency and Department initiatives, adoption targets and subsidy projections, grant support, and customer service needs.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelor’s degree in social work or a closely related field from accredited college or university.
* Five years of work experience in a dependency adoption program, with preferred experience being in a quality assurance or supervisory role
* Related experience may be substituted on a year for year basis for the required master’s degree education
* Must possess certification as a Child Protection Professional
* Must possess Adoption Competency Certification
* Must have a valid Florida Driver’s License, have an acceptable driving record, and have access to reliable transportation.

PREFERRED:

* Project management experience in a child welfare setting
* Master’s degree in social work or a closely related field from accredited college or university

**Knowledge, Skills, and Abilities:**

* Knowledge of adoption rules and regulations in Florida.
* Knowledge of theories and practice of child protection, counseling, social work, investigations and family assessments.
* Knowledge of methods of compiling, organizing, and analyzing data.
* Ability to make accurate assessments of children and families.
* Ability to travel.
* Ability to identify improvements and adjustments needed to insure program effectiveness and efficiency.
* Ability to develop and carry out effective practices for the supervision of direct staff.
* Ability to establish and maintain collaborative working relationships with other agencies.
* Ability to plan, organize and coordinate work assignments.
* Ability to communicate effectively.
* Ability to use computer systems.
* Ability to conduct effective case staffings and other meetings.
* Ability to interact appropriately with families, community resources, service providers and other agency professionals.

**Physical Requirements:**

 Sitting 45%

 Standing 10%

 Driving 20%

 Mobility (moving between internal offices) 15%

 Kneeling/Bending/Stooping 5%

 Reaching, overhead 5%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

 Ability to Lift and carry up to 25 pounds.

 **Travel**

 Same Day [ ] Infrequent [ ] Occasional [x]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [x] Infrequent [ ] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:** PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Date**