

**JOB DESCRIPTION**

POSITION TITLE: Adoption Program Supervisor

FLSA Designation: Exempt

EEO Designation: First/Mid-Level Officials and Managers

SOC: 11-9151

Last Reviewed/Updated: 07/05/2022

**Job Summary:** This is highly skilled professional work managing the daily operations of the adoption program, supervising direct service and support staff, and coordinating service delivery toward the attainment of program goals, legal requirements, and DCF contract objectives. This position reports 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 Principles:** To provide a safe environment for all children. To commit to accountability using outcomes to measure performance and improve practice. To respect the inherent dignity of children and families with permanency in mind.

**Competencies:** Ability to be proactive, decisive and employ crisis intervention principles appropriately. Commitment to ensuring accountability and a results-based orientation. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential. Command of the principles of permanency for children.

**Core Functions:**

* Supervises program staff including regular individual and group staff meetings and case consultation, supervision, and oversight of appropriate client to staff ratios.
* Provides direct support to staff with cases in-crisis or challenging issues.
* Oversees services provided comply with DCF contractual, PSF, COA and legal requirements.
* Oversees that program staff complete all documentation and reports in a legal compliant and timely manner.
* Provides direct case work in the absence of program staff.
* Creates and maintains reports as needed to promote quality assurance and performance on DCF measures, legal requirements, and promoting timely adoption of all adoption goal children including promoting and documenting compliance with FAC requirements for review of recruit children and approved PRIDE home studies every (60) days.
* Consults with the Adoption Program Director regarding challenging issues.
* Assists with practices aligned with legislative and agency mandates and goals including promoting the intent of the Adoption Incentive Program and other initiatives.
* May assist with needs pursuant to the contract renewal process for adoption program and the development of the adoption program budget.
* Provides documentation to the Adoption Program Director in matters of hiring and discipline but lacks the ability to unilaterally hire and terminate.

**Core Principles:** To provide a safe environment for all children. To individualize services to meet the needs of children and families**.** To respect the inherent dignity of children and families with permanency in mind.

**Competencies:** 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. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential. Command of the principles of permanency for children.

**Core Functions:**

* Provides supervisor-tier of approval of all adoption home studies, child studies and other documents.
* Collaborates with Adoption Program Supervisors and staff in both circuits to maintain knowledge of all approved PRIDE home studies and recruit children across both Circuits 3 & 8.
* Oversees planning, facilitation, and documentation of separation of sibling and match staffings.
* Oversees the development, documentation and fulfillment and support transition plans for all adoptive placements involving recruit children.
* Oversees compliance with needs related to adoption disruptions including documenting disruptions, ensuring that subsidy is terminated (if applicable), and guiding efficient coordination of needs toward subsequent placement of the child(ren) and support of the child(ren) and family(ies).
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

**Core Principle:**  To recognize that more can be done with communities and families as partners.

**Competency:** Identifies and understands what resources are available and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* Serves as liaison to agency and community partners including courts, GAL, DCF/CLS, case management agencies and partner families regarding adoption-related issues.
* Assists with maintenance of the Heart Gallery and promotion of general, targeted, and child-specific recruitment efforts.

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 comparable human service field.
* Minimum of two years’ experience in a child protection or child and family services program, preferably in the field of adoptions.
* State of Florida Child Protection Certification.

PREFERRED:

* Adoption Competency training.

**Knowledge, Skills, and Abilities:**

* Knowledge of family safety and preservation.
* Knowledge of adoption laws 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 50%

 Standing 10%

 Driving 15%

 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 [x] Occasional [ ]  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 Workplace 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**