



www.AdoptionNetwork.org

Program Manager (Full-Time)

Department: Programs

Supervisor: Director of Programs

FLSA Status: Exempt

Background of Organization

Adoption Network Cleveland (ANC) recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents), youth in foster care, foster parents, siblings and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy and law.

Job Summary

The Program Manager reports to the Director of Programs and works collaboratively with Adoption Network Cleveland staff, Board of Directors, youth constituents, and community partners to identify needs of adoptive, kinship and foster families and youth. Provides leadership for and implements avenues of support, advocacy, and education to further permanency and healing to youth who have had involvement with the child welfare system through Adoption Network Cleveland's family and youth programming.

Responsibilities

Leadership

- Works closely with Program staff, mentors, and the Cuyahoga County Division of Children and Family Services (CCDCFS) staff to ensure implementation of high quality and effective programs for adoptive, kinship and foster families and youth.
- Works with the Director of Programs and Program Staff to plan, recommend, and implement policies, procedures, and protocols necessary to further the objectives of family and youth programs, implementing continuous improvement efforts as needed.
- Oversees the implementation of the EMBRACE Mentoring program including the recruitment, training, approval and tracking of mentors.
- Oversees the student internship program and provides supervision of student interns.

- Facilitates the Adoption Awareness Coalition, encourages active participation amongst members, cultivates new members while maintaining existing members.
- Provides guidance and support for special projects and initiatives geared toward youth including but not limited to collaboration with the Junior League of Cleveland for the Cooking with Cuyahoga's Kids event.
- Collaborates with the Volunteer & Outreach Coordinator to identify recruitment strategies to increase community participation in family and youth programs and presents to community groups to raise awareness and recruit volunteers.

Program Implementation

- Participates in all aspects of the mediation program including conducting mediation sessions with families of youth in foster and kinship care.
- Collaborates with the Family Support Coordinator to facilitate the Mentor Orientation and Trainings as scheduled.
- Collaborates with the Family Support Coordinator in assisting in the planning of mentor/mentee social outings and events.
- Facilitates Adoption 201: Domestic Infant Adoption training sessions.
- Participates in cross training and facilitation of other ANC programs as needed.

Reporting and Evaluation

- Maintains written and computer records of all calls and interactions with constituents served as well as all contacts with professionals.
- Evaluates the effectiveness of programs, implementation structures and the attainment of program goals, objectives and outcomes. Oversees the completion of program evaluations as scheduled and ensures appropriate data entry into Survey Monkey.
- Reviews program evaluations as scheduled and prepares a summary including suggested course corrections.
- Assists in completing required monthly and quarterly reports for grants; ensures compliance with federal fiscal and program requirements.
- Participates in quarterly review of the Family Hub and Youth programs and provides updates and suggestions for program improvement.

Collaboration

- Cultivates working relationships with private and public organizations including CCDCFS and creates opportunities for successful collaborative endeavors.
- Enhances interdepartmental communication and cooperation.
- Understands and adheres to all Ohio Department of Job and Family Services, CCDCFS, Victims of Crime Act funding, and ANC policies regarding confidentiality and privacy of clients, members and ANC and its programs.

Other

- Attends trainings and workshops as they relate to job responsibilities
- Other duties as assigned

Qualifications

- Minimum Bachelor's Degree in Social Work or related field. Master's Degree strongly preferred.
- Current State of Ohio Social Work licensure required.
- Minimum of three years successful experience in the areas of program coordination and evaluation in a nonprofit or human services context.
- Experience working with the Public Child Welfare system and/or knowledge of the foster care system, kinship care and adoption preferred.
- Significant experience providing services to families and their at-risk youth who have experienced varying levels of stress and/or trauma.
- Knowledge of trauma-informed care theories, principles and practices and the methods and techniques for effective program administration.
- Mediation experience preferred. Will train.
- Able to make decisions independently.
- Culturally competent, sound judgment.
- Well-developed computer skills including experience using data base reports, queries and analysis for process and output improvements.
- Excellent oral, written and verbal communication skills with a flair for enrolling people through enthusiastic leadership
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.
- Ability to work as a member of a team and independently

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage (proof of coverage required).
- Must have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes non-traditional evening and weekend hours.
- Must be able to lift a minimum of 40 pounds without health risk.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet and email.
- Must be willing to be fingerprinted and undergo background check.

Work Hours

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 on a regular basis. Able to work an average of one weekend day per month and one to two evenings per week.

Compensation and Benefits

Competitive hourly wage. Benefits include employer-paid short-term and long-term disability insurance and life insurance; company-provided health insurance partially paid for by ANC with health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, disability, veteran status, adoption status or any other characteristic protected by law.

To apply: Send Resume and Cover Letter with salary requirements to HR-Dept@adoptionnetwork.org. First consideration will be given to applications received by Friday, February 1, 2019. Open until filled.