



[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

## **Job Posting**

### **Program Coordinator (Full-Time)**

**Department: Programs**

**Supervisor: Program Manager**

**FLSA Status: Exempt**

**Starting Salary: \$34,000-\$39,700 depending on experience**

**Telework: Partially Remote Available**

#### **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 Coordinator designs, plans and implements responsive support and education opportunities for parents, caregivers and youth in adoptive, foster and kinship families. This position collaborates closely with, and reports to, the Program Manager. The Program Coordinator assesses community needs and works closely with partners, volunteers and constituents to facilitate programs within a peer support framework.

#### **Responsibilities**

**Provides oversight for the creation and implementation of family and youth programs for adoptive, foster and kinship families and youth:**

- Leads in the design and implementation of support services and educational opportunities for families and youth.
- Coordinates, plans, and facilitates the Family Ties Youth Support Program.
- Partners in coordinating, planning, and if needed co-facilitating the Family Ties Parent Support Program for parents and caregivers.
- Co-leads the Parent Advisory Team, recruiting and supporting leadership within the group.

- Co-facilitates the annual completion of the Standards of Quality for Family Strengthening & Support: Program Self-Assessment; implementing the action items for the program.
- Coordinates and plans events and outings for families.
- Participates in the implementation of the Family Resilience Fund which provides emergency temporary financial assistance to eligible families which includes verifying applicant information, communicating with vendors, and creating purchase requests for payments.
- Participates in all aspects of the mediation program including conducting mediation sessions with families of youth in foster and kinship care and/or possible private cases. Mediation training provided.
- Designs, implements and evaluates recruitment strategies to increase community participation in programs.
- Provides guidance and support for special projects and initiatives.

### **Collaboration**

- Works with the Program Manager and appropriate staff to plan, recommend, and implement policies, procedures, and protocols necessary to further the objectives of the programs and services being provided.
- Works with the Cuyahoga County Division of Children and Family Services (CCDCFS) in obtaining referrals for programs and services.
- Maintains and fosters positive collaborative working relationships with CCDCFS and other outside partners.
- Enhances interdepartmental communication and cooperation.
- Understands and adheres to CCDCFS and ANC conflict of interest and confidentiality policies.

### **Reporting and Evaluation**

- Works to assess the needs of families and youth to develop and implement relevant programming and services.
- Maintains records of all interactions with people inquiring about programs, served in programs and professionals.
- Distributes and reviews program evaluations as scheduled and prepares a summary including proposing course corrections if needed.
- Participates in quarterly review of youth and family programs, provides updates, notes successes and challenges with proposed solutions.
- Assists in completing required monthly and quarterly reports for grants; ensures compliance with federal or state fiscal and program requirements; maintains compliance with County and State regulations.
- Organizes and maintains records and files of programs to ensure full and proper reporting.

### **Other**

- Attends trainings and workshops as they relate to job responsibilities, including mediation training.
- Suggests and participates in advocacy efforts to benefit populations served.
- Other duties as assigned.

## **Qualifications**

- Bachelor's Degree in social work or related field with a minimum of three years experience required in social services, preferably in family and youth programs/services.
- Experience working with the public child welfare system and/or knowledge of foster care and adoption preferred.
- Knowledge of trauma-informed care theories, principles and practices and methods and techniques for effective program administration.
- Experience providing services to at-risk families/youth who have experienced varying levels of stress and/or trauma.
- Experience with program development preferred.
- Able to make decisions independently.
- Culturally competent, sound judgment.
- Appreciation of adoption as a lifelong journey with a sound knowledge base of the issues involved.
- Excellent oral, written, and verbal communication skills.
- 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.

## **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 have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet, and email.
- Must be successfully complete fingerprinting and background check.

## **Work Hours**

40 hours per week. Able to manage a flexible schedule, flexing time to work on evenings and weekends on a routine basis averaging one weekend day per month and one to two evenings per week.

## **Compensation and Benefits**

Competitive salary: Salary range: \$33,600 minimum, \$39,700 midpoint, \$45,700 maximum. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

## **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 to [HR-Dept@AdoptionNetwork.org](mailto:HR-Dept@AdoptionNetwork.org). First consideration given to applicants who apply by Friday, August 27, 2021. Open until filled. Interviews will be conducted virtually. Given current circumstances, we will not be able to respond to all candidates.