



THE OHIO FAMILY CONNECTION
Advocate • Educate • Support

www.AdoptionNetwork.org

Job Description

Program Coordinator, Families and Youth (Full-Time)

Department: Programs

Supervisor: Director of Programs

FLSA Status: Exempt

Starting Salary: \$36,000-\$39,500

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.

Impact

The Program Coordinator directly serves and supports families and youth through creating and implementing impactful family programs and often being the first point of contact providing support and needed resources. The role provides an opportunity to be a creative community builder and direct support provider while impacting program planning and the future growth of the organization.

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 includes planning and implementing groups, providing telephone support, and administering the Family Resilience Fund. This position collaborates closely with, and reports to, the Director of Programs. The Program Coordinator assesses community needs and works closely with partners, volunteers, and constituents to facilitate programs within a peer support framework. The successful candidate will be experienced, outgoing, and have a keen eye for detail.

Primary Responsibilities

- Leads in the design and implementation of support services and educational opportunities for families and youth.

- Coordinates, plans, and facilitates Family Ties parent, caregiver and youth programming.
- 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.
- Provides telephone and one on one support for parents and youth.
- Implements 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 abiding by public funding restrictions.
- 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.

Collaboration

- Works with the Director of Programs 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.

- Knowledge of trauma-informed care theories, principles and practices, and methods and techniques for effective program administration.
- Experience providing services to families/youth who have experienced varying levels of stress and/or trauma.
- Experience with program development preferred.
- Experience working with the public child welfare system and/or knowledge of foster/kinship care and adoption preferred.
- Able to make decisions independently.
- Culturally competent, sound judgment.
- A passion for the mission of Adoption Network Cleveland. Persons with lived experience in adoption, foster or kinship care are encouraged to apply.
- 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. 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. First consideration given to applicants who apply by Tuesday, August 23, 2021. Open until filled. Given current circumstances, we will not be able to respond to all candidates.