Position: Director of Adoption Services

Reports to: Executive Director

Classification: Full time, non-exempt

Ministry Purpose: The purpose of the Director of Adoption Services position is to oversee New Hope's Domestic Infant Adoption Program and facilitate the adoption process for birth parents, adoptive parents, and children. In accordance with 1 Peter 4:8-11, the Director of Adoption Services plays a crucial role in ensuring that New Hope provides ethical and Biblical adoption services that prioritize fostering healthy open communication and support for all members of the adoption triad as they navigate their shared complex journey together. They should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain New Hope's religious beliefs and practices to all visitors and callers. They should be prepared to provide resources and assistance, consistent with New Hope's Statement of Faith and Mission Statement, to all those who inquire.

Primary Responsibilities:

1. **Program Management:**
    - Ensure New Hope's adoption program is in compliance with the Office of Children and Family Services (OCFS) regulations and that all policy and procedure manuals are complete and updated annually.
    - Ensure all paperwork and legal documents are maintained, filed, are current with appropriate clearances, and are in compliance with all OFS regulations.
    - Oversee all necessary paperwork and processes for orientation, home studies, adoption trainings, placement, supervisory visits, permanency hearings, and adoption finalization.
    - Maintain regular contact with agency attorney throughout placement and finalization proceedings and ensure all required paperwork and documents are filed with them.
    - Assist Executive Director in preparing for annual OCFS site visit and attend visit with Executive Director.
    - Develop and implement yearly goals for the adoption team; monitor program performance and identify areas for improvement.
    - Facilitate adoption team meetings and professional development trainings and opportunities for adoption staff.
    - Write quarterly board reports that include comprehensive statistics for adoption program.

2. **Casework:**
    - Oversee the home study process and ensure that it is conducted in accordance with agency policies and OCFS regulations.
    - Provide guidance and support to New Hope caseworkers throughout the home study process.
    - In collaboration with the adoption team, equip prospective adoptive parents with healthy adoption triad resources, trainings, and ongoing education.

- As needed, take on home study casework of new prospective adoptive parents that includes interviewing, engaging, evaluating, training, and assessing them for approval.
- Oversee file review and in consultation with Executive Director and adoption case workers determine approval status of prospective adoptive parents.
- Facilitate surrender and placement paperwork in collaboration with Birth Parent Advocate and agency attorney.
- Conduct placement meetings with adoptive families and ensure all paperwork and legal documents are clearly communicated and signed.

3. **Temporary Care Program:**
    - Oversee New Hope's Temporary Care Program, which provides short-term care for infants awaiting placement.
    - Recruit Temporary Care families and complete necessary home study process, training, and approval in compliance with agency and OCFS policies and regulations.
    - Coordinate and facilitate Temporary Care placements.
    - Communicate and coordinate medical care for the infant, including obtaining Medicaid coverage and attending doctors' appointments with the Temporary Care family.
    - Facilitate transfer of infant from Temporary Care program to adoption placement or return of infant to birth mom.

4. **Administrative & Other Responsibilities:**
    - Manage the day-to-day operations of New Hope's adoption program.
    - Provide supervision and support to all members of the adoption team.
    - Maintain adoption program annual budget.
    - Participate in the Adoption on call rotation.
    - Track and update all necessary background clearances and medical forms for all active adoptive and Temporary Care families.
    - Maintain accurate progress notes and documentation related to all adoption files.
    - Review and identify necessary changes and updates to New Hope's adoption website.
    - Assist Marketing Director in creating content and schedule for social media posts related to adoption.
    - Review and approve all adoption social media content prior to it being posted.
    - Review and manage adoption website blog posts.
    - Manage New Hope's Adoptive Parent Facebook group.
    - Write content for quarterly Adoption e-newsletters.
    - Work cooperatively (with a servant's heart) with other staff, including staff from other departments, contributing in word and action to an office work environment/atmosphere supportive of New Hope's Christian pro-life mission, vision, core beliefs, and values.

- Attend all required meetings and actively participate in any additional trainings that the Executive Director deems appropriate and essential to fostering a healthy work environment.

Qualifications:

- Has a personal and growing relationship with Jesus Christ as their Lord and Savior
- Exhibits commitment to upholding the sanctity of all human life
- Upholds agency's Statement of Faith and Mission Statement
- Practices high ethical and confidentiality standards
- Master's degree in social work or related field preferred
- Valid and current New York State licensure in social work or related field preferred
- Personal and/or professional adoption experience preferred
- Previous supervisory experience preferred
- Has a reliable source of personal transportation
- Excellent interview, engagement, assessment, communication, and evaluation skills
- Excellent team player
- Excellent writing skills
- Excellent organizational skills with attention to detail
- Proficient in MS Office Suite

Performance and Evaluation:

Success in the position will be measured according to the performance assessment tool approved by the Executive Director. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and job responsibilities, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement:

My signature acknowledges that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of New Hope Family Services; and, that it in no way constitutes an employment contract.

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Signature of Staff Member **Date**