

CHRISTIAN FAMILY CARE JOB DESCRIPTION

JOB TITLE: Supervisor of Pregnancy and Adoption

GENERAL OBJECTIVES

This position is responsible for supervision of the Phoenix area Pregnancy and Adoption Programs, including supervision of program and support staff; management of program budgets (in conjunction with the Director of Pregnancy and Adoption) and program development. This position ensures that the program meets accreditation and licensure standards. This position ensures provision of comprehensive decision-making and other appropriate services to pregnant clients and their families. This position also develops and coordinates the orientation and education of CFC's prospective adoptive families. This position is responsible for accurate maintenance of client files and program statistics; timely collection of fees; timely submission of court reports; and timely filing of legal documents pertaining to adoption.

NATURE AND SCOPE OF POSITION

- This position reports to the Statewide Director of Pregnancy and Adoption and has the responsibility for activities associated with counseling pregnant clients; adoptive parent education, preparation and selection; adoption placement and finalization; and post-placement supervision of adoptive families. This position provides fee information to the Finance department.
- This position is conversant with Arizona state laws governing the needs of the client as they pertain to relinquishment, adoption, birth father and paternity issues, and ICWA and ICPC regulations.
- This position supervises Pregnancy Counselors, who assist pregnant clients in making informed decisions; who facilitate all aspects of an adoption plan; and who provide follow-up services for both parenting and placing clients as needed.
- This position bears primary responsibility for ensuring comprehensive service plans for pregnant clients that include: counseling services that consider both parenting and adoption options; provision of living expenses; referrals for medical care and housing; interaction with schools, doctors, lawyers, and hospital personnel; and inclusion of birth fathers and extended family members as appropriate.
- This position supervises Adoption Specialists who work directly with adoptive families to assess their readiness and ability to receive adoptive placement; who provide support to families during the waiting period; and who provide post-placement supervision that assists families with their adjustment to open adoption, bonding/attachment and other parenting/child development issues.
- This position bears primary responsibility of assuring that prospective adoptive families receive adequate training through adoption classes and adequate preparation during the home study process. In consultation with program staff, this position decides on the readiness and appropriateness of a family to receive adoptive placement.
- This position approves reports sent to the Court.

- This position supervises the Pregnancy and Adoption Program Assistant, who provides legal and clerical support for the program.
- This position supervises Confidential Intermediary services provided for Agency and community clients.
- This position, in conjunction with the Statewide Director of Pregnancy and Adoption is responsible for the professional development of program staff, including the following primary areas: bonding and attachment, parenting skills for challenging children, infertility and other grief-related issues, transitioning of children; transracial placements; and other issues specific to adopted children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervise program staff that provides services to pregnancy clients and to prospective adoptive and adoptive families.
2. Plan and present group and individual infant adoption information meetings.
3. Develop and present (with other staff, adoptive parents, birth parents, etc.) infant adoption classes in order to prepare families for healthy open adoption.
4. Case management: assign cases; act as office liaison to clients with questions or concerns.
5. Work with supervisor to manage budgetary needs.
6. Work with program and support staff to ensure timely completion of birth father notification; adoption consents; adoption certification process, placement papers; petition for adoption; ICPC paperwork; and subsidy applications.
7. Monitor potentially serious problems that may arise in the pregnancy and adoption programs, alerting the Director of Programs to such concerns, especially those which may have legal ramifications.
8. Participate in various activities with other agencies to promote community awareness of adoption issues.
9. Participate in all CFC staff meetings and clinical case staffings, providing input to social service staff during meetings.
10. Provide monthly program report to Statewide Director of Pregnancy and Adoption.
11. Keep current regarding legal aspects of state, inter-state, and international adoptions, and social issues as they impact adoption.
12. Utilize computers in the performance of day-to-day reporting activities including the computerized Case Management Computer System and monthly reports.
13. Ensure that adoption fees are collected, or that adequate arrangements for payment are made, at the time fees are due.
14. Perform other duties as assigned within the nature and scope of the position.
15. This position is responsible to adhere to all COA (Council on Accreditation) requirements/standards that are associated with the position. In addition, the position is responsible to adhere to all DES and/or DHS regulations that apply.
16. This position is required to complete and maintain the training records for the annual minimum requirements for this position. Refer to the supervisor of this position regarding these requirements.
17. This position is required to complete and maintain the records for any licensure required for this position. Refer to the supervisor of this position regarding these requirements.

QUALIFICATIONS

This position requires a Master's degree in social work, counseling, or other related field; a minimum of three years experience in social work, counseling or related fields; at least one year of experience in pregnancy and adoption services. This position requires a high motivation to grow in the areas of supervision and management, as well as, knowledge and experience with grief and loss counseling; family systems counseling; adoption issues; open adoption; child development; and the development of healthy Christian families. This position requires excellent organizational skills. Spanish-speaking is a plus.

Approved by: _____ Date: _____

Employee concurrence: _____