Adoption Supervisor (AS)

Job purpose

The AS is responsible for planning, assessing, preparing and coordinating all adoption services to recipients, children, youth, families and adoptive resource parents and overall success of the program. The AS will ensure that the Adoption Case Managers (ACM) provide quality and timely services. The AS will ensure compliance with Adoption State and County regulations and contracts.

Duties and responsibilities

- AS will supervise up to five ACM
- AS must complete 40 hours of training in the first year and 20 annually thereafter
- AS is responsible for providing Adoption trainings and social services for adoptive families
- AS will manage ACM service intake, assignments, caseloads, performance and corrective action
- AS will provide and properly document supervision at least bi-weekly with each ACM
- AS will maintain ongoing communication and meetings with ACMs to ensure all are properly notified of updates on child welfare regulations, child law amendments, etc.
- AS must ensure that case files are up-to-date and in accordance with the responsibilities and qualifications of the Adoption program as per the agency, county and state regulations
- AS must ensure that ACM visit Adoption Finalization recipients, children and youth, once per month until finalization occurs to prepare children/youth, adoptive resource parents and legal family for legal finalization of adoption
- AS must implement the provision of deliverables itemized in the Statewide Adoption and Permanency Network (SWAN) contract, including but not limited to child profiles, child preparations, family profiles, finalization services, child specific recruitment, advocacy for post adoptive services, support groups and respite care
- AS may provide post adoption services, that include but is not limited to; making home visits, referrals to ancillary service resources as necessary
- AS must monitor and maintain timely completion of ACM and contractor assignments
- AS must ensure that benchmark data is timely and effectively maintained to ensure success of the Adoption program
- AS must ensure that mandated reports, documentation and benchmarks are completed in the time frames specified within both the Adoption and Foster Care contract requirements
- AS must review available child information with appropriate families to determine the suitability of the placement
- AS must review, assess and approve the completion services submitted to the Department of Human Services (DHS) and provide written recommendations regarding the appropriateness of the finalization of adoption
AS must ensure that ACM maintains compliance with sharing information with DHS and Community Umbrella Agency (CUA) for incorporation into SCP, ISP and FSP
AS must prepare for and attend permanency conferences, child prep plan meetings, court, etc. as required
AS must notify management, DHS and/or CUA if child or youth experiences circumstances or exhibits behaviors that require CM response or any safety concerns/incidents, taking immediate action to maintain the child or youth’s safety and well-being
AS will serve as proxy for ACM, in their absence, to support the finalization of adoption
AS will serve as escalation for issues between ACM, DHS, CUA and adoptive RP, as necessary
AS will coordinate with Finance to ensure regular and timely invoicing and reconciliation of Adoption revenue and expenses
AS will monitor and maintain timely and effective service delivery and provide regular Adoption reporting to communicate status, issues and progress of all services in pipeline to Regional Technical Assistance (RTA), DHS and APM
AS must work in conjunction with a multidisciplinary team to provide SWAN services and recruit appropriate adoptive family applicants
AS must attend SWAN related meetings, conferences and trainings (often outside of Philadelphia)
AS will participate in supervisory meetings with Program Director and maintain ongoing communication to ensure, emergencies, critical incidents, concerns, etc., are addressed, in a timely manner and immediately
AS must maintain the confidentiality of clients
AS must follow guidelines of social work code of ethics
Other duties as assigned to support the mission of APM

Qualifications

Minimum two years Adoption Supervisor experience in Philadelphia County (preferably in the Hispanic community)
Bachelor’s Degree in Social Work, Psychology or related field
Preferably Bilingual/Bicultural, Spanish/English
Excellent clinical written and oral communication skills
Strong time management skills.
Flexible with the ability to emphasize and be an authoritative figure
Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Record Clearance, Federal Bureau Investigation (FBI), Medical Examination, Valid Driver’s License
Preferably experience with mental and behavioral health and trauma in children and youth
Computer savvy, familiarity with Microsoft Office Suite (specifically databases and spreadsheets)

Working conditions

Office
Field/ Community
Court, permanency conferences, teaming and mandatory meetings
THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE PROGRAM/DEPARTMENT.

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Employee Signature               Date

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Human Resources Representative Signature  Date