

Adoption Rhode Island

Current Career Opportunities – Child & Family Service Program

Title: Program Director

Program/Department: Child and Family Support (CFS) Program

Reports to: Chief Operating Officer (COO)

Status/Hours: Exempt/Full-time

The Program: The Child & Family Services team is a dedicated, educated, experienced and compassionate group of professionals. They, like the entire Adoption RI organization are proud to be open and welcoming to all children and families, respecting and valuing diversity.

As an agency, Adoption RI does not discriminate based on race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or gender expression in the delivery of services or in employment practices.

All applicants must be fully COVID vaccinated. Must pass a criminal Background Criminal Investigation (BCI), have a clear report from the RI Child Abuse and Neglect Tracking System (CANTS), have an acceptable driving record, possess continuous automobile insurance that meets the state minimum insurance requirements

The Position:

Education & Experience:

- Master's degree in a mental health discipline required
- Independent licensure, with corresponding liability coverage required
- Minimum of ten (10) years of professional experience in the mental health, child welfare, or human services fields required with at least five (5) years at the supervisory level
- Trauma-informed and permanency competent
- Must possess a valid driver's license and auto insurance, with continuous access to a private vehicle.

Supervisory Responsibilities:

- Directs the day-to-day operations of the program and implements programmatic and administrative policies and procedures to attain program goals and objectives.

Skills Required:

Must possess and demonstrate:

- Clinical expertise in trauma-informed care and adoption & permanency competence, including ability to provide crisis intervention
- Data-driven and innovative leadership skills
- Advocacy for excellence in child welfare and mental health best practices
- Strong organizational, system building & strategic decision-making abilities
- Attentive and supportive supervision of staff and cultivation of healthy team culture
- Sound fiscal decision-making, utilizing diverse funding streams

- Confident public speaking skills
- Ability to assess, deliver, and evaluate supportive and clinical service array

Physical Requirements:

- Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer.
- Ability to self-transport to client and agency-related meetings and work within the RI community
- Reasonable accommodations may be made to enable staff to perform the essential duties.

Duties & Responsibilities:

Development & Provision of Service Delivery

- Provide strategic leadership, development, and oversight in the delivery of individual, family and group clinical counseling as well as education, advocacy and non-clinical support services with referred clients.
- Facilitate supervision, team meetings, and training to both internal staff and community entities, grounded in best practice, adoption competency, and trauma-informed care.
- Provide oversight to ensure data collection and reporting for CFS program, identifying needs, trends, and opportunities for program development.
- Develop and maintain program documentation and structures, including forms and manuals.
- Participate in overall quality of agency by working constructively and collaboratively with other staff members to address program and agency issue and needs.

Personnel & Finance

- Assign cases based on need(s) identified in referrals and discussed in referral teaming.
- Complete Administrative tasks, including but not exclusive to staffs' completion of accurate timesheets, mileage reimbursements, Purchase Requests, performance evaluations.
- Ensure after hours coverage is covered and families seeking assistance are responded to within program guidelines and expectations.
- Monitor budgets for all funding streams, meeting with Accounting Manager regularly.
- Supervise internship programming, including screening/selection of interns, on-boarding, supervision, and university/college liaison.
- Actively participate in individual supervision and agency/administrative meetings.

Community Partnering

- Identify, engage, support and nurture relationships with individual, corporate, foundation, 3rd party entities, and other supporters of the agency to enhance, sustain and further develop the program. Complete any/all reports to funding sources.
- Develop and maintain partnerships with local colleges and universities to recruit sufficient student interns.
- Work in partnership with DCYF staff and other community members to ensure coordinated service delivery to clients, including direct support services to child and families, as well as trainings to the community that are trauma-informed and adoption competent.
- Provide leadership in the community regarding adoption and foster care programs, policies, legislation and other issues that impact the well-being of client/constituent groups.

How to Apply

Qualified candidates who meet the aforementioned requirements should email their resume and letter of interest to [Emily Lyon](mailto:elyon@adoptionri.org) at elyon@adoptionri.org.