



Job Description

Title	Adoption & Permanency Specialist
Program / Department	Permanency Services
Reports To	Permanency Services Department Manager
Status / Hours	Exempt / Full-time
Education & Experience	<ul style="list-style-type: none"> • Bachelor’s degree in Social Work or related field preferred. • Trauma-informed and permanency competent. • Must possess a valid driver’s license and auto-insurance, with continuous access to a private vehicle. • Pass a criminal Background Criminal Investigation (BCI), have a clear report from the RI Child Abuse and Neglect Tracking System (CANTS).
Supervisory Responsibilities	<ul style="list-style-type: none"> • None
Skills Required	<p>Must possess and demonstrate:</p> <ul style="list-style-type: none"> • Extensive knowledge and understanding of the child welfare system. • Expertise in trauma-informed care and adoption and permanency competence. • Understanding of child welfare system and knowledge of child/adolescent/teen development. • Experience in direct service and policy development. • Strong verbal and written communication skills as well as data collection and application skills. • Ability to work both independently as well as part of a healthy team and agency culture. • Data-driven practice. • Familiarity of state and federal laws related to child welfare and adoption.
Physical Requirements	<ul style="list-style-type: none"> • 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

Service Delivery

- Provide general, targeted, child-focused, and child-specific adoption recruitment for youth and families involved in public child welfare system, including helping to maintain updated photographs and profiles of waiting children.
- Utilize a strength-based child centered approach to recruitment. Maintain regular contact with the children and youth as needed and including the child and youth in recruitment decisions and activities as much as is practical.

- Stay current on family search and engagement recruitment, identifying and locating kin and other meaningful connections utilizing diligent search techniques, assessing, engaging, and supporting these connections for the children and youth.
- Work in partnership with DCYF, collateral providers and the child and youth to assess readiness for adoption and assist with preparation for recruitment activities.
- Organize and implement workshops, and events for registered youth and families.
- Communicate and coordinate with all members of the youth's treatment team.
- Provide technical assistance, training, and support to DCYF to help remove barriers to permanency through advocacy for the full disclosure presentation process, assistance with the development of visitation plans, and the inclusion of birth parents, adoptive parents and children and youth in the planning as appropriate.
- Attend and participate in-service trainings, team meetings, professional development, and group and individual supervision, as applicable.
- Assist in the organization and implementation of adoption events and other recruitment and matching activities by publicizing these events, involving children and youth in the planning processes, and coordinating plans as needed.
- Complete all necessary documentation, including all client records, narrative reports of assessments, progress reports, treatment plans, quarterly report submissions, and discharge summaries, in compliance with HIPAA standards.
- Utilize out-posting at DCYF as an opportunity to be an adoption and permanency planning resource to the region and assigned community. Work in partnership with DCYF to provide individualized and creative solutions to permanency assistance requests by DCYF for children and youth in each DCYF region, including but not limited to case mining, meeting with birth and foster families to discuss adoption and permanency options, searching for family connections, and developing community supports in each region.
- Lead agency and community education efforts related to permanency and recruitment strategies. Successfully collaborate with agencies to provide joint trainings and educational opportunities related to these issues.
- Other duties as assigned

Data Collection & Evaluation

- Assist in completion of all necessary documentation, including client records, reports for funding sources, working with administrative staff to implement ongoing quality improvement.
- Actively participate in overall evaluation of program services.
- Through data collection and analysis, identify needs, trends, and opportunities for program development.

Agency & Community Partnership

- Actively participate in individual supervision, agency staff meetings, and other agency forums.
- Provide education, advocacy, and training opportunities for the community, focused on best practice, adoption competency, and trauma-informed care.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Administrator Signature

Date