**GUIDELINES FOR POSITION**

Position: Adoption & Pregnancy Services Programs Director

FTE/Salary: Full time (40 hour/wk), salaried, exempt position, Salary Range: $60,000-70,000 DOQ

\*will consider applicants for 32 hour/wk salaried, exempt position, full benefits, prorated salary/PTO)

Minimum Qualification: Master’s Degree in Social Work. Must be currently licensed as an LISW, LICSW, LCSW or CISW and have a minimum of two years’ of post master’s degree social work experience in a supervisory capacity, supplemented by or including experience in family or child welfare, adoption, or foster care. Understanding of systemic racism and racial disparities within the child welfare system. Skilled in navigating difficult, transparent conversations with clients, coworkers, and colleagues. Ideal candidates will have at least one year’s experience in the study of adoption and foster homes, licensing, placement and supervision of foster care. Qualified candidates will have excellent communication and client service skills, strong interpersonal skills, high attention to detail and compliance, and commitment to EVOLVE’s core values and mission. Candidate must be eligible to become licensed in both Minnesota and Wisconsin.

Position Purpose: This position oversees and provides leadership in the delivery of EVOLVE’s social services to adoptive, foster care, and pregnant and parenting clients in the states of Minnesota and Wisconsin. The Programs Director provides leadership and accountability in their program and in agency-wide Diversity, Equity & Inclusion, antiracism, anti-oppression, and intercultural work. The Programs Director works collaboratively with Staff, Managers, and Leadership to ensure all Program Goals, Quarterly Rocks and Core Values are being met.

**Summary of position and essential functions and responsibilities:** The primary role of EVOLVE’s Adoption & Pregnancy Services Programs Director is managing the operation of the agency’s Adoption and Pregnancy Services programs. Working closely with agency leadership and the Associate Programs Manager, the Programs Director is responsible for the operational success of EVOLVE’s private domestic infant adoption programs and pregnancy services, as well as home study and post adoption services for intercountry adoption. The Programs Director ensures and oversees ongoing program development, implementation, quality control and evaluation. This includes overseeing outreach in each program to engage clients, legislature, corporations and foundations, and the child welfare community in domestic and international adoption policy programming, as well as leading and managing several support staff and interns, creating and holding accountability for the programs’ annual budgets.

1. **Program Direction**

* Plan and execute the operation of Adoption and Pregnancy Services programs including development, improvements, compliance and oversight.
* Actively collaborate with Leadership to lead the organization through participating in Leadership L-10 meetings, develop and be accountable to Quarterly Rocks, as well as take appropriate actions to identify and mitigate issues.
* Supervise and work collaboratively with the Associate Program Manager to ensure effective delivery of services and program oversight.
* Monitoring of case progress, including pre and post placement/post adoption activities and timelines.
* Assessment of applications, approval of applicants into home study process, application screening phone calls and case assignment.
* Supervise the completion of quarterly file reviews to ensure compliance with all agency, licensing and accreditation requirements.
* Collaborate with local, national and international partners to maintain and develop partnerships that strengthen our services
* Monitor and supervise program outcomes using statistical analysis and tracking
* Manage escalated client situations and refer to Leadership/Executive Director, as needed.
* Work collaboratively to successfully complete all required program monitoring visits, licensing, grant, and accreditation processes.
* Actively support, participate, and engage staff in agency-wide commitment to Diversity, Equity, and Inclusion, antiracism, anti-oppression and intercultural work.
* Other duties, as assigned.

1. **Program Development**

* Oversee innovation, guidance and facilitation of Program Outreach, Information Meetings, Training and Family Support Services.
* Participate and engage the community by leveraging opportunities to provide expert analysis, public speaking, opinion writing and other outreach to develop and support agency programs. Includes meetings, presentations, conferences and vendor tables.
* Coordinate with the communications team to oversee the production of marketing and print materials, as well as other branding opportunities, including writing and editing materials, social media and marketing strategy.
* Participate in collaborative agency meetings, including leadership, finance, education and development meetings.

1. **Staff Management**

* Interview, hire and provide orientation to new staff.
* Provide bi-weekly supervision to all direct reports.
* Develop and review Quarterly Rocks, as well as take appropriate actions to identify and mitigate issues.
* Supervise and coordinate performance reviews for all program staff, including DEI workplans, quarterly conversations, and performance plans as needed.
* Work proactively and in collaboration with Program Management and Leadership on the hiring of essential consultants and program staff throughout the year.

1. **Program Specific Tasks - Adoption**

* Communicate with National Infant Program collaborating agencies regarding any changes in forms, fees, processes or client issues to ensure smooth working relationship
* Occasional domestic travel to maintain relationships with National Infant Program agencies & for conferences
* Collaboratively create fee agreements for Special Services situations
* Ensure coordination with primary providers to ensure agency compliance with Hague, USICS, IAA and country programs
* Facilitate and oversee agency education, including domestic infant international adoption sessions
* Create and oversee collaboration with child placing agencies
* Casework Supervision and Home Study Review in compliance with state standards, DHS and SAFE home study guidelines (WI).
* Providing Licensure Supervision to Social Work Staff

1. **Program Specific Tasks – Pregnancy Services**

* Ensure ethical practice and compliance with agency and state requirements for services through monitoring case progression, file completeness and maintaining current procedures and documents.
* Conduct community outreach to raise awareness of our non-directive, non-coercive, all options services and develop relationships with referral resources
* Work with development and marketing team regarding grants, outreach and marketing of services
* Casework and Licensure Supervision to Social Work Staff

1. **Professional Responsibilities**

* Participate in staff meetings, sessions related to agency’s commitment to anti-racist work and workplace culture, in-service training, consultation meetings, and workshops.
* Complete work according to established guidelines and timelines
* Keep Executive Director informed of potential problem situations, as well as suggestions for improvements in programming and agency functioning
* Maintain continuing education and ethical and professional standards as required by the state, any held professional mental health license, and agency policies
* Contribute to the agency’s overall well-being and effectiveness by fully communicating needs, ideas, and concerns directly to other team members, and supervisor as needed
* Participate fully as a team member in day-to-day tasks as well as special activities
* Other duties as assigned by supervisor and directors