

CHILDREN'S AID SOCIETY

Mission Statement: Changing lives, building families, strengthening communities.

Job Description: Director of Community Services

Employee name: _____ ID#: _____ Date: _____

Reports to: COO

Exempt Full Time

Nonexempt Part Time

Supervises: Number of direct reports 1-3

Date of Hire: _____

Length of time in current position: ___ months ___ years

Select one of the following: New Hire/New Position 6 Month Performance Review Annual Performance Review

Job Requirements

Summary: This position provides support to all members of the adoption triad through services described under essential functions; supervises EPIC; and implements and administers services under development.

Minimum Education: Master's Degree in Social Work.

Work Experience Preferred: Five years in clinical work with adoptive/foster families and experience in program development and supervision.

Required Licenses/Certifications: LICSW; Valid Alabama driver's license; Auto insurance minimum liability 100/300.

Required Skills, Knowledge, and Abilities: Excellent communication and problem-solving skills; Computer proficiency; Ability to respond calmly and non-judgmentally to others, including persons in crisis, to think critically, and to plan and carry out independent work. Ability to demonstrate cultural and socioeconomic proficiency and practice trauma informed care.

Required Internal Certification/Trainings: Bi-annual TB skin test/medical report; Minimum 10 CEU hours of adoption specific content per licensure renewal period.

List any physical requirements: Travel, some overnight. Ability to lift 20 lb.

Essential Functions of Position

Adoption and Post Adoption Services:

1. Responds to inquiries in a respectful, professional manner within 48 hours of initial contact.
2. Conducts screening, intake, and referral on adoption and post adoption inquiries.
3. Conducts international, domestic and private adoption home study services, post placement supervision and custody-related home studies.
4. Facilitates intermediary services, birth family searches and reunions.
5. Conducts birth parent interviews, supervisory visits, and other investigative or custodial services.
6. Provides office, home-based and telephone counseling to individuals and family members of the adoption triad.
7. Develops and maintains relationships with adoption agencies, attorneys, and professionals.
8. Maintains agency adoption records via CAS database.
9. Documents services delivered in ETO and CAS databases in a timely manner.
10. Participates in clinical supervision and consultation on ongoing cases at least monthly.

EPIC:

1. Provides program development, implementation, supervision and evaluation of EPIC according to grants/contracts.
2. Participates in reviews by funding sources, assuring that all program practices comply with standards.
3. Recommends the selection and termination of program employees, coordinates and approves staff schedules to guarantee coverage and conducts annual performance evaluations of staff.
4. Actively participates in the CAS PQI process, attends quarterly PQI meetings, all- staff meetings, and serves on agency committees as nominated.

CHILD TRAFFICKING SOLUTIONS PROJECT:

1. Provides program development, implementation, supervision, and evaluation of this project (currently under development).

FAMILY RESOURCE CENTER SERVICES:

1. Provides program development, implementation, supervision, and evaluation of this project (currently under development).

Employee Signature

Supervisor Signature

Date