

CHILDREN'S AID SOCIETY OF ALABAMA

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

Job Description: APAC Pre-Adoption Team Leader

Employee name: _____ ID#: _____ Date: _____

Reports to: APAC Program Coordinator

Supervises: Number of direct reports __

Exempt Full Time

Date of Hire: _____

Nonexempt Part Time

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 is responsible for coordinating APAC's pre-adoption services statewide. The position guides and supervises APAC's recruitment, training, and home study services related to adoptive family resources.

Minimum Education: Master's Degree in Social Work.

Minimum Work Experience: Five years in Alabama's child welfare services, with 5 years in adoption/foster care.

Required Licenses/Certifications: LMSW, LICSW. Valid Alabama driver license and auto insurance minimum liability 100/300.

Required Skills, Knowledge, and Abilities: Requires excellent communication, organizational, and problem-solving skills. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to work as a team leader and player, encouraging a positive atmosphere for a teamwork approach. Computer proficiency. Ability to teach TIPS Classes & facilitate Deciding Together. Ability to demonstrate cultural and socioeconomic proficiency. Understanding of trauma informed care.

Required Internal Certification/Trainings: Bi-annual TB skin test/medical report

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

Essential Functions of Position

1. Attends Camp APAC, the annual Permanency Conference, Trained Therapist network, and other selected special events as needed; attends Coordinator staff meetings, quarterly APAC All Staff meetings, CAS supervisor/PQI meetings, and other required CAS meetings.
2. Responds to callers in a warm, efficient, effective, and timely manner; responds quickly to all referrals from the help line, DHR, and other sources in identifying needs, serving clients, and documenting results.
3. Communicates regularly with APAC Program Coordinator for consultation and to inform of recruitment, training and home study activities and needs.
4. Provides direct supervision to the Pre-Adoption team ensuring that all pre-adoptive services and outcomes are achieved timely and effectively; coordinates regularly scheduled pre-adoption staff meetings and individual consultation with pre-adoption staff.
5. Monitors APAC statewide recruitment efforts, working collaboratively with the SDHR Office of Adoption and lead APAC recruiter in proactive recruitment planning.
6. Monitors and supports APAC home study processes and successful outcomes. Completes home studies as needed.
7. Works collaboratively as needed with regional team leaders and other APAC staff in behalf of families receiving APAC pre-adoption services.
8. Oversees the tracking documentation of families involved in Pre-adoption services, ensuring accurate and timely documentation in FITT database; coordinates pre-adoption service data entry into the CAS ETO database; coordinates timely pre-adoption service surveys Post TIPS and Post Placement; assesses all responses and coordinates staff review and response for changes as needed.
9. Provides monthly billing reports for APAC's Adoption Home Services; monitors budget of APAC Pre-Adoption Services; accurately prepares PQI reporting and other documentation in a timely manner.
10. Acts as liaison with SDHR Office of Adoption staff for programmatic concerns, in collaboration with APAC Program Coordinator.
11. Facilitates and/or attends TIPS classes and Deciding Together across state, as needed. Remains current in knowledge of training curriculum.
12. Participates actively in the agency PQI process and serves on agency committees as nominated.

Employee Signature

Supervisor Signature

Date