



Dave Thomas
Foundation
for Adoption

POSITION DESCRIPTION

Position Title: Adoption Program Manager
FLSA Status: Exempt
Prepared Date: November 2019
Reports To: Senior Manager, Adoption Program

STATEMENT OF PURPOSE

In concert with and reporting to the Senior Manager, Adoption Program, manage and provide technical assistance with programmatic questions regarding the child-focused recruitment model and/or child welfare questions related to foster care adoption to the assigned Wendy's Wonderful Kids recruiters and/or other child-focused recruitment sites; to assess adherence to the program model and budget, increase compliance with contract goals and manage agency accountability; to assist with other aspects of the program, including, but not limited to orientation, training and site visits; to provide child welfare expertise to the public, as needed, via the 800-line or email.

ESSENTIAL FUNCTIONS

1. Evaluate proposals for adherence to contractual and program guidelines.
2. Perform Adoption Program Manager duties as outlined in the Adoption Program Manager Handbook
3. Monitor performance, including monthly online submissions and bi-annual reports; assure accountability measures and compliance with agency goals.
4. Routinely review data submissions for accuracy and evaluation of fidelity to the child-focused recruitment model.
5. Use implementation science best practices, as outlined in the WWK Toolkit, to promote effective implementation of WWK.
6. Provide support, evaluation, technical assistance and training.
7. Perform site visits as necessary and engage in regular contact with assigned Wendy's Wonderful Kids recruiters.
8. Assist with annual Wendy's Wonderful Kids Summit, orientation of new recruiters and ongoing educational and technical assistance efforts.

9. Assist with dissemination of the child-focused recruitment model through training or presentations.
10. Provide caller and email response, as appropriate, to those who request additional support, assistance and information on foster care adoption challenges, barriers and needs.
11. Monitor child welfare environments, news and barriers in grantee jurisdictions; share knowledge to inform Foundation's work.
12. Perform other job-related duties as may be assigned or required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE

- Strong knowledge and experience in foster care adoption and child welfare systems
- Excellent oral and written communication skills, with an ability to work in a dynamic team; personal qualities of integrity, credibility, openness and commitment to the mission
- Proficiency with Microsoft Office and experience with program data tracking systems
- Experience with evidence-based programs and data-driven approaches to solving child welfare issues
- Experience with grant-making and/or management

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Social Work, Public Administration or a related field required.
2-4 years of experience in foster care adoption or a minimum of four years of other child welfare experience

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

TRAVEL

Ability to travel up to 25% of the time.