



Job Title: Vice President of Adoption Programs

**This position requires the successful completion of an extensive criminal background check.**

#### SUMMARY

The Vice President of Adoption Programs is responsible for the development, management, and oversight of all adoption operations of AGCI in alignment with the organization's mission, vision, and core values; includes ambassadorship to international clients, government agencies, staff, officials, religious organizations, and other public and private groups on behalf of AGCI, under the direction of the President. Position supervises all adoption staff responsible for adoption facilitation services.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes and Oversees organization's adoption facilitation services to ensure all decisions are made in the best interest of a child and all adoption services are provided in an ethical manner and in compliance with state and federal regulations, USCIS standards, and standards of the Hague Convention.
- Analyzes adoption program needs; develops new programs and implements changes to existing ones
- Assists VP of Clinical Services with all licensing and accreditation for adoption processes on behalf of the organization; ensures all agency processes and standards in alignment with federal, state, and accrediting/regulating agency requirements.
- Maintains compliance with licensing and accrediting reporting procedures.
- Analyzes international program needs; develops new programs and implements changes to existing ones.
- Creates and communicates policy and procedures for all adoption facilitation operations & periodically assess quality assurance.
- Ensures appropriate training is provided to all adoption staff to maintain knowledge of current policy and practice, as required by state and other regulating agencies.
- Represents AGCI in the state-wide and national communities as well as in all countries in which AGCI works and provides services.
- Participates in management meetings and decision-making processes for certain targeted agency issues including, but not limited to, difficult/complex eligibility situations, terminations, new policies, or changes to existing policies.

- Supervises and monitors adoption staff, including Case Managers & Interns to ensure their compliance with all state and federal requirements, as well as ensure all practices comply with the Social Work Code of Ethics.
- Monitors all international social services staff, including Foreign Service Providers in each country, to ensure their compliance with all country and Hague requirements, as well as to ensure all practices comply with the Social Work Code of Ethics.
- Responds to all client relation issues, including but not limited to, grievances, disruptions, family crisis, transitions, and terminations; coordinates services and secures resources for each situation, as required.
- Makes all international and domestic social service staffing decisions, in consultation with President.
- Travels to various geographical locations, both domestically and internationally, using various modes of transportations and overnight stays.
- Assists President in developing and managing budget effectively; manages program resources to insure they are used efficiently and appropriately.
- Responsible for monthly reporting, including but not limited to, family crisis situations, strategic goals, program changes, and forecasts based on budget vs. actual.
- Cultivates and interacts with outside consultants, service providers, agencies, and organizations to develop relationships to enhance the delivery of services to clients and families.
- Successfully completes fifteen (15) continuing education hours each year as required by the Hague Convention (or more as required by employee's professional license).
- Maintains compliance with all AGCI policies, procedures, and requirements, as well as with all state and federal laws and regulatory requirements and with the laws of each country where work is being performed on behalf of AGCI.
- Conducts and facilitates staff meetings regularly; attends and participates in staff meetings, and trainings as required.
- Displays excellent communications skills, including in-person or written correspondence, documentation, detail-orientation, and sensitivity with confidential documents and information; displays exceptional abilities to communicate effectively and remain calm and courteous under pressure or in emergency/crisis situations.

- Works collaboratively in a team environment, with a spirit of cooperation, and is responsible for developing and maintaining strong working relationships with teams and co-workers.
- Other duties, as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Directly manages subordinate adoption employees and independent contributors within the organization. Is also responsible for the overall direction, coordination, and evaluation of AGCI adoption employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

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

#### **EDUCATION AND/OR EXPERIENCE**

Master's degree in Social Service/Work from four-year college or university is required; five or more years related experience in adoption services with two or more years of staff management experience; or equivalent combination of education and experience. Advanced training in adoption-related topics required. MSW required. LCSW preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret business correspondence, complex reports, contracts, legal documents, and other written inquiries. Ability to write error-free business correspondence, reports, and presentation of materials. Ability to speak clearly, effectively presenting information, responding to questions from churches or religious leaders, international staff, employees, supervisors, donors/sponsors, clients, vendors, organization partners, and the general public.

#### **MATHEMATICAL SKILLS**

Requires proficient ability to plan, administer, and report budgets. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Calculates currency conversion, discounts and interest, when needed.

#### **COMPUTER SKILLS**

Job requires advanced basic computer skills including logging onto systems, word processing, spreadsheet, report writing, project management, presentation creation/editing, database, use of internet and communication by e-mail. Requires knowledge of and use of Adoption Management and Donor Perfect fundraising database/software program.