

*Olive Crest*  
**POSITION DESCRIPTION**

**POSITION:** ADOPTION SUPERVISOR

**DIVISION:** ADOPTION

**REPORTS TO:** REGIONAL FOSTER FAMILY DIRECTOR

**CLASSIFICATION:** EXEMPT

**POSITIONS UNDER DIRECT SUPERVISION:** ADOPTION SOCIAL WORKERS

**SUMMARY OF WORK PERFORMED:** Supervise the Adoption program in the region.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Provide direction and supervision of the Adoption Social Workers in the region.
2. Oversee the assessment, placement and post-placement and other adoption related issues
3. Provide and oversee the adoption related trainings of family and staff
4. Represent Olive Crest by Public speaking engagements, Community Education, Community Resource Development and maintaining relationships and contacts with in the community.
5. **Clinical Responsibilities:**
  - A. Adoption Services  
Oversee and Supervise the family assessments, child placement and education regarding adoption. Facilitate relationships with county workers, county supervisors and attorneys in the region as necessary. Have a working knowledge of the region's service providers and assist adoption workers in making and securing appropriate referrals.
  - B. Collaboration with Foster Division:  
Promote Open Communication and working protocols with the region's foster division as it relates to the assessment of foster/adoptive families, the placement of children and case management.
  - C. Collaboration With Surrounding Counties:  
Facilitate relationships and working agreements with surrounding counties as it relates to completing caretaker adoption home studies referred by surrounding counties.
  - D. Support Services:  
Oversee and/or conduct adoptive parent support groups as needed for the region.
6. **Case Management Load:**
  - A. Responsible for maintaining complete and clear records per state regulations,

**REQUIRED QUALIFICATIONS:**

1. A master's degree from an accredited graduate school of social work and either:
  - (a) Three years of full-time social work employment in the field of family or child welfare;
  - (b) Or two years of full-time social work in a licensed home finding or adoption agency.
2. Record clearance free of criminal conviction.
3. Previous staff management experience.

A philosophy of support for abused children in line with the values, mission and treatment philosophy of Olive Crest.

Must have a management philosophy that respects the value of people and seeks to maximize their potential in the work place.

This job description is not intended to be all inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Olive Crest may be terminated at will by the employee or Olive Crest at any time with or without cause and with or without notice.

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DATE

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EMPLOYEE SIGNATURE

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EMPLOYEE PRINTED NAME