

## **Adoption Options Coordinator**

**Part-time position**, with benefits; weekdays.

**Basic function:** To provide administrative and clinical services to the adoption program, Adoption Options at JCS. Adoption Options is a non-denominational adoption program of Jewish Collaborative Services which is licensed in RI and MA.

### **Primary Job Responsibilities include:**

- Uphold compliance with regulations to maintain RI and MA licensures;
- Coordinate outreach and education programs to meet the needs of Adoption Options;
- Accept inquiries and intakes from prospective adoptive parents and assign new cases in a timely fashion;
- Supervise fee-for-service adoption social workers;
- Conduct and approve home studies;
- Prepare prospective adoptive parent(s) through counseling and trainings;
- Provide post-placement counseling and reports within established guidelines;
- Facilitate informational meetings on a regular basis;
- Provide outreach and networking to identify adoptive parents;
- Provide resources and coordinate referrals for placement with outside agencies;
- Update policies and procedures manual.

### **This position offers the following benefits:**

- A collaborative, supportive and positive work environment
- Variety and flexibility in your workday
- Competitive Salary
- Medical/Dental Benefits
- Generous, paid time-off (vacation and sick)
- Paid Holidays, including some Jewish holidays
- 403 (b) retirement plan
- Employer paid Life Insurance

### **Qualifications:**

- **LICSW Required;**
- A minimum of five (5) years' experience in a professional social service adoption agency with at least three (3) years of supervisory or management experience;
- Excellent writing and organizational skills and knowledgeable computer skills;

*Jewish Family Service and Jewish Seniors Agency united in June of 2018, forming Jewish Collaborative Services (JCS). JCS is a comprehensive, solutions-oriented resource, serving individuals and families across the lifespan. Our office is located at 1165 North Main Street in Providence, RI. We employ more than 40 staff (of various faiths, cultures and beliefs) at our headquarters at 1165 North Main Street. This is where most of our clinical and social service programs are located. Our West Bay campus is home to Tamarisk, an elegant, full-service assisted living community and Shalom Apartments, affordable HUD housing. JCS employs approximately 100 staff on the West Bay Campus.*