



Regional Adoption Coordinator [PS: Social Services Program Management (AL)] Permanency Unit, Division of Family and Children Services

Position Number: 00060526	Job Code: 14222	Posting Date: 10/16/13	Closing Date: 10/31/13
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Overview

The Georgia Department of Human Services (DHS), Division of Family and Children Services (DFCS) is seeking candidates for the position of **Regional Adoption Coordinator**. This position will serve Region 2 (Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties). The position requires travel throughout assigned regions. Mileage and overnight stay reimbursement are provided for work-related travel. Mileage reimbursement is not provided for travel from a residence to work.

DHS delivers a wide range of human services designed to promote self-sufficiency and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and approximately 8500 employees. DHS is comprised of three divisions and seven offices.

DFCS is the division within DHS that investigates child abuse, identifies foster homes for abused and neglected children; helps low income and out-of-work families get back on their feet; assists with childcare costs for low income parents who are working or in job training programs; and provides a number of additional support services and innovative programs to provide aid to troubled families.

Summary of Responsibilities

This position reports to the Program Manager. Under limited supervision, the Regional Adoption Coordinator, facilitates placement of children in assigned service area.

The Regional Adoption Coordinator:

1. Conducts case consultations, provides technical assistance and interprets policies, rules and regulations for assigned area.
2. Facilitates training for county DFCS staff and determines areas of need for additional training opportunities.
3. Reviews, staffs and provides written and verbal feedback to the county and region on cases with an adoption goal.
4. Actively works to identify and eliminate barriers to achieving timely adoption outcomes.
5. Collaborates with public and private sector entities, organization and individuals to enhance foster and adoptive parent recruitment opportunities.
6. Acts as a liaison with regional and county DFCS Directors, Field Directors, Social Services Supervisors and Adoption Exchange Program Consultants.
7. Provides support of SHINES data entry as needed for Adoption and Foster Care Analysis and Reporting System (AFCARS) reporting.
8. Provides guidance and support on Interstate Compact for the Placement of Children (ICPC) adoption cases.
9. Tracks overdue Child Life Histories, "It's My Turn Now GA" registrations and Adoption Consideration Evaluations reports that are documented in SHINES, the statewide online data management system used by DFCS case managers.
10. Facilitates child specific adoption recruitment activities.
11. Performs other professional responsibilities as assigned by supervisor.

Core Competencies

1. Ability to work effectively at multiple levels of the organization and with multiple project teams

Regional Adoption Coordinator, Permanency Consultant-DFCS, 10.16.13 & 08.12.13

2. Excellent oral, written, presentation and interpersonal communication skills
3. Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.

Required Qualifications: Education, Experience and Credentials

1. Three (3) years work experience in a human services delivery program which was in a service, planning, evaluation or delivery capacity with one of those years including supervisory, consultative (to program staff) or professional development work experience.

Preferred Qualifications: Education, Experience and Credentials

The ideal candidate will meet the required qualifications as well as the following:

1. Bachelor's degree in a human service delivery program from an approved accredited college or university
2. Five (5) years work experience in social services with at least three (3) years in adoptions.

Competitive Total Rewards Package: Compensation and Benefits

Pay Level 15. Salary: Up to \$48,935.59

Salary is dependent upon DHS/DFCS salary practices, candidate's experience and/or available funds. Current state government employees are subject to DHS and/or State Personnel Board rules and practices regarding salary designations.

Benefits: Generous benefits package that includes an employee retirement plan, deferred compensation, 12 annual paid holidays as well as vacation days and sick leave. Flexible benefits include selection options for life, dental and vision insurance and long-term health care.

Georgia On My Mind: It Doesn't Get Any Better Than This

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources.

From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Region 2

Region 2 is located in the picturesque northeast portion of the state including the foothills and mountains of the North Georgia Mountains. It is only a short drive to Atlanta, South Carolina or North Carolina.

Find your mountain spirit where the mountains meet the lakes, where waterfalls are king and Mother Nature reigns supreme. Come visit our lakes, breathtaking scenery, National Forests, State Parks, lodging and dining, art, pottery, historic villages and sites. From the heavy frosts and occasional snowfalls of winter, to the blooming of the dogwoods and azaleas in the spring, to the ripple of the Chattahoochee River in the summer, to the glorious blaze of color that marks autumn in the mountains Region 2 has it all. Region 2 is ideally located for tourists and business travelers alike. With a large number of overnight accommodation facilities, restaurants, shopping at outlet malls, attractions, events, festivals and entertainment options, the area can accommodate anyone's needs and wants.

Region 2 includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties.

- www.bankscountychamber.com
- www.cummingforsythchamber.org
- www.habershamchamber.com
- www.hart-chamber.org

- www.dawson.org
- www.franklin-county.com
- www.ghcc.com
- www.thechamber.dahlonega.org

www.gamountains.com
www.mountaintopga.com

www.toccoagachamber.com
www.blairsvillechamber.com

www.whitecountychamber.org

Apply Now: Your Career is Waiting. The Only Thing Missing is You!!!

To begin your new career:

1. Scroll to the bottom of this page;
2. Click on the CLICK HERE TO APPLY tab;
3. Upload a cover letter and résumé in Microsoft Word (.doc, .docx, .txt or .pdf format) for the desired position. The cover letter and résumé will be used to initially assess written communication skills and the ability to effectively use standard software applications.

Interested applicants should adhere to these submission requirements and apply without delay. Primary consideration will be given to applicant packages that comply with submission guidelines. Vacancy advertisements are removed as soon as a viable applicant pool is established.

You will receive an email to acknowledge receipt of your documents. Due to the volume of submissions received, we are unable to respond directly, either by telephone, letter or email, to requests to verify receipt of application documents. The email acknowledgement will serve as confirmation of receipt of requested documents.