

## MN ADOPT Job Posting: HELP Program Manager

MN ADOPT was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Over 39 years of programming, MN ADOPT's mission has expanded to including information, education and support to the Minnesota adoption, foster care and kinship communities.

MN ADOPT has a variety of programs that support foster, adoptive and kinship families before and after placement:

- The **Zero Kids Waiting Program** provides awareness, information and referral to connect Minnesota's waiting children to foster and adoptive families and includes the Fostering Network referral program and the State Adoption Exchange, an online photo listing of Minnesota children in need of families.
- The **Education Program** provides workshops on attachment, trauma, transracial adoption, parenting, and other topics relevant to foster, adoptive and kinship families.
- The **HELP Program** provides support, guidance and referrals to therapeutic services and resources statewide.
- The **Post Adoption Search Services** program provides information and referral to adopted persons, birth families, and adoptive parents who wish to initiate a search or receive records.

To learn more about our programming visit our web site at [www.mnadopt.org](http://www.mnadopt.org)

**MN ADOPT is currently hiring for the HELP Program Manager Position.** This is a .8 FTE, 32-hour per week position, although full-time may be considered for the right candidate. The person who fills this position will have the exciting opportunity of overseeing the MN ADOPT HELP Program, which consists of two points of service: HELP Specialist support as well as the newly created Post-Adoption Navigator program. Duties will include the following:

- Provide administrative and program oversight and direction to a current team of five whose roles are to provide phone and email-based support to the Minnesota adoption, foster, and kinship community through professional guidance and support, including linking callers to tailored resources in order to increase the likelihood that children and youth, as well as their caregivers, will succeed and thrive
- Actively lead program functioning and ongoing program development, including outreach and marketing of a nationally unique program model that works to eliminate barriers to family stability
- Manage and expand the HELP Program Therapist Network
- Work collaboratively with DHS, Counties, agencies and other community stakeholders to address the unique experiences that permanency can entail to help inform process improvement efforts
- Analyze and create quarterly reports focused on: programmatic functioning; barriers to programmatic and/or family stability; systematic themes identified via contact with various community services
- Work closely with Executive Director and collaboratively with teammates, other MN ADOPT programs, outside organizations, county systems and mental health professionals
- Actively take part in MN ADOPT organizational initiatives, activities, and events

### **The following factors will be considered in evaluating candidates:**

1. Previous experience in Leadership and Program Development (required)
2. Master's degree in Social Work, Psychology, Counseling or related field, or equivalent experience
3. Knowledge and experience of adoption, foster care, and kinship caregiving (preferred)
4. Knowledge and experience in the area of children's mental health
5. Experience with RFP writing and contract-based program funding
6. Experience and comfort with technology (Excel, Office 365, Word...etc.)
7. Ability to work independently while managing multiple tasks/deadlines



8. Strong interpersonal skills including comfort and enthusiasm for capacity-building, Human Capital Management, and stakeholder engagement
9. Innovative, compassionate thinker who is skilled at identifying programmatic needs and implementing new initiatives
10. Skill at community speaking as a program/organizational Leader
11. Ability to work at our St. Paul, Minnesota location (required)

MN ADOPT is proud to be an equal opportunity employer and values and celebrates diversity, including differences in sex, age, race, ethnicity, national origin, range of abilities, sexual orientation, gender identity, financial means, education, veteran status, religious beliefs and political perspective. These beliefs apply to MN ADOPT's programming and hiring practices and are important foundational approaches to our organization. All those interested in applying are encouraged to do so.

MN ADOPT offers competitive salaries and a friendly, flexible work culture with high standards. Interested candidates should send both a cover letter and resume to Rachel Walstad at [rwalstad@mnadopt.org](mailto:rwalstad@mnadopt.org). Resumes will be accepted until April 26, 2019, or until the position is filled.