

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. Today, our mission is to find and strengthen Minnesota adoptive, foster care and kinship families.

We do this by:

- Raising AWARENESS about the need for families for Minnesota children
- Providing INFORMATION AND REFERRAL to those interested in becoming adoptive, foster care, and kinship care families.
- Offering EDUCATION relevant to adoptive, foster and kinship families and the professionals that work with them.
- Providing individualized SUPPORT, GUIDANCE and RESOURCES to foster, adoptive and kinship families.

To learn more about our programming visit our web site at www.mnadoption.org

MN ADOPT is currently hiring for the HELP Program Manager Position. This is a full-time, 40-hour per week position, although .8 FTE (32-hour per week) 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 and Post-Adoption Navigator program. Duties will include the following:

- Provide administrative and program oversight and direction to HELP Program staff, whose roles are to provide phone and email-based support to the Minnesota adoption, foster, and kinship communities 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.
- Provide leadership for expansion of the HELP Program Therapist Network, with a specific focus on Greater Minnesota.
- Work collaboratively with DHS, county entities, agencies, and other community stakeholders to address the unique experiences of adoptive, foster, and kinship families and process improvement efforts.
- Analyze and create quarterly reports focused on programmatic functioning; barriers to program stability, mental health, and systemic themes impacting family stability and wellness.
- 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.
- Provide direct client service, as needed.

The ideal candidate will have some combination of the following experience:

1. Previous experience in leadership, supervision and program development.
2. Master's degree in Social Work, Psychology, Counseling or related field, or equivalent experience.
3. Knowledge of Minnesota child welfare, child protection and other human services programming and systems.
4. Professional understanding of adoption, out-of-home placement, trauma and attachment considerations across stages of development and family systems.
5. Experience working with diverse populations.
6. Knowledge about RFP writing and contract-based program funding.
7. Competence with technology (Microsoft Office, database applications, etc.).
8. 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 and expression, 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. Resumes will be accepted until April 10, 2020, or until the position is filled.