MN ADOPT Job Posting:
State Adoption Exchange Coordinator
Central/Northern MN Position

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 adoptive, foster and kinship families.

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

MN ADOPT is currently hiring for the State Adoption Exchange Coordinator – Central/Northern MN 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. This position is a work from home position with the requirement to travel to MN ADOPT’s St. Paul office location at least 4 – 6 times per year. Ideally, this position would be filled by someone who lives in central or northern MN. The State Adoption Exchange Coordinator fulfills a vital role at MN ADOPT, serving as the point of contact for social workers in meeting the requirements for registering children on the State Adoption Exchange as required by Minnesota Statute. The State Adoption Exchange is a matching tool used by workers throughout the state of Minnesota. Duties will include the following:

- Provide information, consultation, follow-up and technical assistance to county and tribal adoption workers about the State Adoption Exchange, which includes using the site to conduct their own searches to generate potential matches.
- Coordinate with the Department of Human Services, private agencies, county and tribal social services agencies to register children under guardianship of the commissioner of Human Services who department staff has identified as needing to be registered.
- Register children on the State Adoption Exchange and on the AdoptUSKids National site within required timelines.
- Register families with approved adoption home studies on the State Adoption Exchange within required timelines.
- Edit and update descriptions of children and families, as needed, for publication on the State Adoption Exchange.
- Document all referrals and actions taken.
- Track trends and barriers to help inform process improvement efforts.
- Participate in report writing and meetings related to MN ADOPT’s grant with the Department of Human Services.
- Participate in community events to raise awareness about MN ADOPT service and the need for adoptive families for Minnesota children under state guardianship.
- Work collaboratively with Zero Kids Waiting team to develop and implement new processes that further increase opportunities to connect waiting children and families.

The following factors will be considered in evaluating candidates:
1. A bachelor’s degree in social work, psychology, or related field, or equivalent experience.
2. Professional understanding of adoption, out-of-home placement, trauma and attachment.
3. Attention to detail and very strong organizational skills.
4. Proficient writing and editing skills.
5. Ability to work independently and complete tasks within required timelines.
6. Experience working with diverse populations.
7. Competence with technology (Microsoft Office, database applications, etc.).
8. Ability to work remotely from home as well as travel to MN ADOPT’s St. Paul office 4-6 times per year.

**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 Cathy Stang at cstang@mnadopt.org.** Resumes will be accepted until June 8, 2020 or until the position is filled.