

MN ADOPT Job Posting: Zero Kids Waiting Program Analyst

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, and kinship families.

We do this by:

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

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

MN ADOPT Zero Kids Waiting Program is currently hiring a Zero Kids Waiting Program Analyst. This is a .8 FTE, 32-hour per week position. Candidates from across Minnesota are encouraged to apply. Our staff in Greater Minnesota work remotely with occasional travel to our St. Paul office. Staff in the Twin Cities metro area work out of our St. Paul office with the ability to work at home part-time. The Zero Kids Waiting Program Analyst will fulfill a vital role at MN ADOPT, serving as the point of contact for county, tribal and private agency staff regarding a statewide foster care licensing platform. This is an exciting new initiative, and the person who takes on this role will need to be comfortable with adapting as the program evolves. The ideal candidate would have a background in human services with a strong interest in research, data, and analysis.

This role entails:

- The primary purpose of this role will be to oversee the implementation and ongoing management and evaluation of a statewide foster care licensing platform.
- Work with the Minnesota Department of Human Services to develop and execute an implementation plan for the statewide foster care licensing platform.
- Develop and promote learning opportunities about the statewide foster care licensing platform for county, tribes, and private agencies.
- Serve as liaison between counties, tribes, agencies, and software company, as needed.
- Work with software company and licensing entities to develop a statewide recruitment page to reach prospective foster families.
- Complete ongoing analysis through database reports and share results with Zero Kids Waiting staff, DHS, and licensing entities, as needed.
- Track outcomes, 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.
- Coordinate user feedback opportunities and share outcomes with appropriate staff and partners.
- Provide additional database support to the Zero Kids Waiting program, as needed.

The following factors will be considered in evaluating candidates:

1. Commitment to MN ADOPT's mission and values.
2. Bachelor's degree or equivalent experience.
3. Knowledge of the Minnesota child welfare system and the foster licensing process.



4. High level of competence and comfort with technology, and specifically with software applications and databases.
5. Ability to adhere to and respect strict confidentiality guidelines.
6. Proficiency using Excel to generate graphs, charts, and reports.
7. Attention to detail and strong organizational skills.
5. Ability to work independently and complete tasks within required timelines.
6. Experience working collaboratively with stakeholders, internal and external.
7. Comfortable presenting in a group setting, both online and in person.
8. Ability to adapt to new responsibilities as program evolves, and take initiative regarding program direction.

Diversity & Inclusion

The youth, families, and professionals served through MN ADOPT represent a vast array of diverse identities, abilities, lived experiences, beliefs, and perspectives. As an equal opportunity employer, it is vital that our staff reflect and embrace the diversity of the communities we serve. MN ADOPT is committed to and continuously building on our ability to provide an inclusive work culture. We encourage and welcome applicants who are diverse in age, sex, race, ethnicity, national origin, abilities, sexual orientation, gender identity and expression, financial means, educational experiences, veteran status, political perspectives, and religious or spiritual beliefs.

MN ADOPT offers competitive salaries and flexibility that supports the needs and schedules of working parents and prioritizes mental wellness and self-care. The high quality, compassionate, knowledgeable, and timely support we provide to the adoptive, foster, and kinship communities would not be possible without our staff—and we are deeply committed to supporting the needs of our staff so they can provide the best support to the families, children, and professionals we serve.

Covid-19 Consideration – MN ADOPT employees continue to primarily work remotely due to the pandemic, and we have not yet set a timeline for reopening our St. Paul office. However, employees who wish to work in the St. Paul office on a voluntary basis may do so if they have provided documentation of vaccination for their personnel file. MN ADOPT will provide necessary equipment for any employee located in either the Twin Cities metro area or Greater Minnesota to work remotely.

This .8 FTE position has a starting salary of \$38,000-\$41,000, depending on qualifications. Interested candidates should send both a cover letter and resume to [hiring@mnadopt.org](mailto: hiring@mnadopt.org). Resumes will be accepted until July 11, 2022, or until the position is filled.