

COVENANT CARE ADOPTIONS

Job Description

Position

Assistant Director

Supervisor

Executive Director

Primary Mission

The primary mission of the Assistant Director is to supervise the Client Counselors as they guide clients through the entire adoption process in the best social services practice in all related, legal and social work matters. This supervision often involves staffing situations with the input of the Adoptive Family Counselors and Client Counselors.

The secondary mission of the Assistant Director is to serve with the Executive Director as a public advocate and ambassador for Covenant Care and its Vision, Mission and Values.

Major Responsibilities

1. Train new Client Counselors and continue to educate existing client counselors in a way that furthers the vision and ministry of CCA
2. Have on-going and direct communication with the Client Counselors in order to instruct and guide them as they work with birth mothers, birth fathers and their families with issues or concerns. This includes fielding questions after hours and being involved with client casework
3. In conjunction with the Executive Director, and with legal counsel as appropriate, make decisions regarding the direction of working with birth parents so as to ensure a safe and legal adoption
4. Approve leave requests, timesheets and travel requests for all Client Counselors
5. Assist Client Counselors in constructive ways to promote the ministry and services to the public
6. Carry a caseload and fill in for Client Counselors who are on leave
7. Establish and manage “on call” systems to facilitate weekend calls/inquiries/drop-ins
8. Along with the Client Counselors, be involved in providing adoption training for pregnancy resource centers, hospitals, schools, health departments or any other resource that provides help and assistance to pregnant women
9. Along with the Executive Director, annually evaluate the performance of the Client Counselors

10. Assist the Executive Director in the interviewing and hiring processes for other job openings
11. As requested, be involved in public speaking, other public relations or ministry fundraising events as necessary
12. Ensure that all birth mother files are up to date and in order for state licensing
13. Oversee post placement for members of the adoption triad
14. All other duties as assigned

Other Responsibilities

1. Understand the local funding opportunities unique to each region of the state and pursue specific opportunities as appropriate
2. Assist with speaking engagements to promote the ministry when the Executive Director is not available

Expectations

Travel is required. While Covenant Care's state administrative office is in Macon, the possibility of telecommuting from other parts of Georgia will be considered on a case-by-case basis. Assistant Director who lives outside of Middle Georgia would be expected to be physically in the state office in Macon at least one full day every other month or meeting with ED in various locations, and on additional occasions such as state staff every other month and events as required. 24 hour response time to any co-worker, volunteer and board member.

Qualifications

1. Must be in full agreement with the CCA Statement of Faith. Must be able to fully support the existing Vision and Mission of the ministry
2. Bachelor's required in social work or human services; Masters degree preferred
3. Prior experience in non-profit work is required
4. Prior training – either formal or informal – social work and counseling
5. Prior experience managing staff is preferred

Religious Criteria

Each of our employees and volunteers are a visible face of Covenant Care Services to the community. As such, it is critical that each employee and each volunteer leader is in agreement with our beliefs and values, including our Statement of Faith, and that they live in accordance with these beliefs. We believe that every employee and volunteer who serves in a regular or public capacity has the potential to engage in Christ's ministry on this earth and may have opportunities to share the Gospel to others through their involvement with Covenant Care.

The Assistant Director in particular is crucial to the fulfillment of Covenant Care’s religious mission of glorifying God through the organization’s work. Assistant Director must be a person of strong commitment to Christ with an ability to communicate the Christian faith to others. He or she must understand and be able to express the ways in which the Christian faith affects and influences the adoption work of Covenant Care. Assistant Director must be able and willing to lead public prayers, speak publicly about your Christian faith in both religious and secular settings, and must be committed to prayerfully seeking God’s guidance in pursuing the work of the organization.

Hours & Compensation

This is a 32 hour per week position. Compensation will be negotiated at the time an offer is made.

Employee _____ Date _____