

Wynnewood Supervisor Job Summary

Requirements

1. MSW
2. Min. 2 years experience in adoption
3. Min. 1 year supervisory experience
4. Ability to work on weekends and at night, as required
5. Valid driver's license and availability of automobile.
6. Cell Phone
7. Knowledge of Ipad Use a Plus
8. Police, Child Abuse & FBI clearances

District Supervisor Job Duties:

1. Hire, train and supervise all employees in the service area of the Wynnewood office.
2. Attend & participate in the staff meetings
3. Hold individual and group supervisory meetings with staff
4. Handle any requests for private adoption assistance and from families seeking identified/intermediary adoptions.
5. Assign all client cases
6. Be familiar with PA regulations and prepare office for yearly state inspection for continued licensing.
7. Be familiar with PA adoption laws in particular and laws in the other states where the agency is licensed in general.
8. Provide direct service casework to oversee and handle Domestic/International adoption cases. This to include:
 - a. Birth parent placements
 - b. Information meetings
 - c. Pre-counseling meetings
 - d. Education Courses, Home Study Session, Profile Meetings
 - e. Write Home studies, complete Home Visits
 - f. Complete Supervisory Reports
9. Share on-call responsibilities on evenings and weekends
10. Complete Monthly outreach and track outreach in the office
11. Prepare yearly budget projection
12. Perform yearly performance appraisals and salary & budget recommendations for administrative staff