Job Description: Clinical Coordinator, AdoptOntario Program

A program of the Adoption Council of Ontario

Position: Full time - 35 hour week

Job Region: Toronto and surrounding areas

Reporting to the AdoptOntario Program Manager, the Clinical Coordinator:

- Supports the adoption placement of children in Ontario through the education of prospective adoptive families and through the strength-based promotion of children and youth in need of adoption.

- Trains and supports adoption professionals across the province of Ontario (in person, in front of large groups, and via telephone, webinar, and email).

- Manages the Adoption Resources Databank and the AdoptOntario photolisting website.

Responsibilities:

- Preparation of profiles of children referred to AdoptOntario for placement on the Waiting Children section of adoptontario.ca, monthly Today’s Child feature in the Toronto Star, other promotional opportunities as appropriate.

- Respond to inquiries about children who are publicly profiled on adoptontario.ca

- Respond to inquiries about all types of adoption from the public and offer referrals to adoption programs as appropriate.

- Referral of families to Children’s Aid Societies responsible for children placed on the Waiting Children site. Provide liaison and support as requested and appropriate.

- Communicate with Children’s Aid Society adoption workers as necessary to update and review children and family profiles placed on the databank.

- Assist in maintaining accurate and statistical records of all activities related to children and families in relation to the website/databank.

- Assist in regular evaluation and planning of the AdoptOntario program as part of a team.

- Plans methods to collect information and develops questionnaire techniques according to survey design

- Troubleshoots and resolves system issues for public and professional end users

- Coordinates the development of communications materials, which may include proposals, presentation materials, information brochures, internal and external correspondence, reports, policies, procedures, etc.
• Communicate and liaise with key stakeholders of the AdoptOntario and Adoption Council of Ontario programs – AdoptOntario Advisory committee, ACO staff; MCYS, Adoption Professionals, media, and individuals and groups in the public sector who are considering adoption.

**Qualifications and Skills:**

**The ideal candidate will have:**

• BSW or a University degree in a related field with Social Work experience or equivalent
• Minimum of one year of related work experience (student placements and summer employment experiences may be considered).
• Experience in a Child Welfare related program.
• Experience in working in an adoption related program and familiarity with the Adoption process and systems in Ontario.
• Experience with web based technology and ability to manage technical activities related to a complex databank and web program
• Excellent interpersonal skills and the ability to provide clinical support to professionals and public individuals in a sensitive, confidential and professional manner
• Strong communication skills including the ability to provide verbal and e-mail support on technical functions of the web programs
• Strong public speaking skills in front of both small and large groups.
• Ability to effectively organize both administrative and clinical activities
• Consultative skills with an ability to identify resource needs and execute action plans
• Self-motivated, proactive and able to work independently in a changing and challenging environment
• Strong team player with an ability to work collaboratively with a variety of stakeholders including staff, professionals and diverse groups within the adoption community.
• Comfort in speaking to groups and providing training sessions in person and through web conferencing.
• Must be willing and able to travel to/within the Greater Toronto area
• Bilingual French/English is an asset
• Some flexibility for occasional evening or weekend work
Compensation:

Salary range: 40,000-50,000

Resumes should be submitted to: pat.convery@adoptontario.ca before March 3, 2012

We thank all applicants however only those under consideration will be contacted.