



Adoption Council of Ontario

Job Description: Clinical Coordinator, AdoptOntario Program

Position: Full time, 1-Year Contract

Job Region: Toronto and surrounding areas

The Adoption Council of Ontario's AdoptOntario Program, guided by innovative practice and in consultation with those with lived experience, helps to make the critical connections between Ontario families and children in the care of Children's Aid Societies who are waiting for permanency. We provide a photo listing and databank, host adoption events, and offer clinical support for families and adoption professionals.

Reporting to the AdoptOntario Program Manager, the Clinical Coordinator supports placement of children and youth available for adoption with families in Ontario through education of prospective families, training and support of adoption professionals and management of AdoptOntario Professional and AdoptOntario Public. This position is equally technical as it is clinical and is part of the work the ACO does that seeks to ensure the voice of children, youth and those with lived experience shape our programming and services to best meet their and their families needs.

Responsibilities:

1. Preparation of profiles of children referred to AdoptOntario for recruitment.
2. Respond to public inquiries about children.
3. Referral to adoption programs as appropriate.
4. Referral of families to Children's Aid Societies responsible for children recruited for via our recruitment model. Provide liaison and support as requested and appropriate.
5. Communicate with Children's Aid Society adoption workers or Private Practitioners as necessary to update and review children and family profiles placed on the website.
6. Provide support and training to adoption professionals in Ontario related to all functions of AdoptOntario Public and AdoptOntario Professional.
7. Assist in maintaining comprehensive and accurate notes, and keeping statistical records of all activities related to children, families and workers.
8. Update and introduce new information on AdoptOntario Public as required to ensure that material is current and accurate.

9. Assist in positive creative outreach that incorporates the voices of those with lived experience and liaison with Ontario adoption professionals to promote the value of AdoptOntario as a resource for children awaiting adoption.
10. Assist in regular evaluation and planning of the AdoptOntario program.
11. Support and maintain technical functions related to AdoptOntario Professional.
12. Other duties as assigned.

Qualifications:

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 will be considered)
- Some experience in (or knowledge of) a Child Welfare related program
- Willingness to learn about adoption related programs and the Adoption process in Ontario, which may include re-learning many traditional held views society has held about adoption and child welfare.
- Experience working with stakeholders and people with lived experience, which may include focus groups, consultations, working across teams and/or programming and policies that acknowledges diverse experiences and voices.
- Willingness to learn multiple CMSs (content management systems) and ability to manage technical activities related to databases and a 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 our web-based programs
- 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 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.
- Some experience in, and willingness to expand skills speaking to groups and being on web camera, at conferences and events, and providing education, training and recruiting 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
- Occasional evening and/or weekend work

“The Adoption Council of Ontario welcomes applicants with lived experience of child welfare and seeks to amplify their voices in all the work that we do. This includes all members of the galaxy of adoption including original families, children and youth who experienced child welfare

and families built through permanency including both kinship and customary care. We encourage those with lived experience to apply.”

****During COVID-19 this will be a work from home position. However, the organization intends to reopen offices in Toronto in Spring/Summer 2022.**

Applicant please send cover letter and resume to Karisa.farinha@adoptontario.ca