



Adoption Council of Ontario PACT Manager Job Description

Position: Full time

The PACT (Permanency & Adoption Competency Training) Manager at the ACO is primarily responsible for the operation of the Pathways to Permanency training program for adoptive parents. This program is funded by the Ministry of Children, Community & Social Services (MCCSS) to provide training for Ontario's adoptive parents.

The *Pathways to Permanency 2: Parenting Children who have Experienced Trauma & Loss* ("Pathways") is a psycho-educational training program that was developed by the Kinship Center in California for adoptive, kinship and foster parents and caregivers. The ACO acquired the exclusive Ontario rights to the Pathway curriculum in 2015. Thanks to funding provided by MCCSS, ACO has been able to offer the Pathways training program to over 1900 parents in Ontario since 2016.

The Pathways training program provides a foundation for parents to better understand their children and how their children's experiences of trauma and loss impact their understanding of themselves, others (including parental figures) and the world around them. It also helps parents better understand themselves and their approach to parenting and provides a framework to shift their parenting to a more relational and therapeutic parenting approach to help their children heal and thrive. The Pathways training program also explains the benefits of and encourages families to become part of a parent support group to help further support their life-long adoption journey.

The PACT Manager is a member of the ACO staff team, management team and reports to the Executive Director.

Roles & responsibilities:

Staff/Trainer Supervision & Management

- Provides supervision to and management of PACT staff (Parent Liaison, Training Event Coordinator Specialist, Administrative Coordinator) according to the policies and procedures of the ACO
- Oversees a trainer roster of approximately 25-30 contracted external trainers that facilitate the ACO's parent curriculum, Pathways, and our professional curriculum, ACT
- Ensures that PACT staff and PACT trainers are provided with information and support for their work which incorporates the key principles of adoption and permanency, and is based in the 7core issues of adoption, the reality and impact of adoption trauma and loss and the role of developmental trauma
- Ensures that PACT staff and PACT trainers and the management of staff and trainers reflect the evolving trauma informed approaches of the ACO

Operation of the PACT program



The PACT Manager is responsible for the ongoing operation of the Pathways training program for Ontario's adoptive parents. Currently ACO is funded to deliver approximately 30-35 Pathways offerings each fiscal year. This includes the following operational activities:

- marketing & communications re Pathways offerings
- website, newsletter and social media updates re the offerings
- communications with CAS organizations and other organizations such as Adopt4Life and Canadian Child & Youth Permanency Council of Canada in the adoption/permanency field and others in the children's/family mental health sector to raise awareness about Pathways
- trainer hiring & T4T training, ongoing coordination re offerings, and ongoing training
- oversee participant registration
- event coordination of each offering including acquiring venues when training is in-person; set-up of Zoom links where training is on-line; organizing childcare and childcare providers whether in-person or on-line, arranging meals, and delivery of binder materials to participants; all participant communications, pre and post evaluations of the program; trainer fidelity logs; and quarterly and annual reporting obligations, including proposal writing on an annual basis

Working with the Kinship Center in California (the creators of the Pathways and ACT curriculums), to ensure that the Pathways curriculum remains current, up to date, culturally relevant in Ontario and trauma-informed.

Reviews new and emergent approaches in the field of adoption/permanency training and considers how to incorporate them into the ACO's Pathways program.

Reviews and ensures that the Pathways training program and approaches of the ACO are reflective of diversity and equity and are inclusive of race/culture, LGBTQ+ families and Indigenous people and families.

Other duties as assigned.

Community and Teamwork

The ACO is committed to hearing, listening, acknowledging and responding to the voices and experiences of those living an adoption journey. This position ensures that this respect and recognition of living experience is incorporated into the ACO's trainings and in particular the Pathways training program.

Works in collaboration with CAS organizations across Ontario, Adopt4Life and the Child & Youth Permanency Council of Ontario to ensure that there is a strong awareness of Pathways so that new adoptive families are encouraged to take the Pathways training program early in their journeys

Works in collaboration with Adopt4 Life to ensure parents who have taken the Pathways training program are aware of the ongoing supports, and in particular the MCCSS funded parent support groups, that Adopt4Life offers

Supports staff and works with CAS partners to advocate for best practices in adoption and permanency training for Ontario's adoptive parents



Works in collaboration with staff and partners of the ACO, to model and support the work of the ACO in becoming a trauma informed organization and reflecting those practices and the key principles of adoption/permanency across all levels of the organization and in the community

Develops key relationships within the community to promote the key principles and themes and to further the information and education work of Pathways

Provides presentations and other public presentations as needed to raise awareness about Pathways in the community

Qualifications & Competencies:

- Management experience that includes supervising a staff team and collaboration with colleagues
- Experience running an operational program that is focused on training and education,
- A high level of organizational, communication (verbal & written), customer service, teamwork & collaboration skills are required
- Experience with government reporting obligations, including financial reporting obligations
- College/University degree in a relevant field or equivalent experience
- Experience in running a training or educational environment is an asset
- Working experience in the adoption/permanency, child welfare, mental health or education sector is an asset
- Living experience of adoption and permanency journeys is an asset
- Bilingual in French is an asset

Reporting Relationship:

- Supervised by Clinical Director

Working conditions:

- Primarily office work
- 37.5-hour work week, occasional evening and weekend work
- Minimal travel

Position term: Full-time, benefits and 3 weeks vacation

Salary Range: \$70,000 - \$80,000

The Adoption Council of Ontario welcomes applicants with lived experience of child welfare and adoption and permanency journeys 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 adoption, kinship and customary care. We encourage those with lived experience to apply.

During COVID-19 this will be a remote work position, however the ACO is planning to have hybrid work options Ontario in 2023

We sincerely thank all candidates for their interest, however, only those selected for an interview will be notified.

Please forward applications to acoadmin@adoptontario.ca