



## **Adoption Council of Ontario**

### **Job Description: Clinical Coordinator – AdoptOntario**

**Position:** Full time – salary with a benefits/compensation plan

**Job Region:** Toronto and surrounding areas

Reporting to the AdoptOntario Program Manager, the Clinical Coordinator supports placement of children 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.

#### **Responsibilities:**

1. Preparation of profiles of children referred to AdoptOntario for recruitment
2. Respond to public inquiries about children
3. Respond to inquiries about adoption in general from individuals in the public, 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 outreach 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. Communicate and liaise with key stakeholders of the AdoptOntario and Adoption Council of Ontario programs, i.e. AdoptOntario Advisory committee, ACO staff, MCYS, Adoption Professionals and individuals and groups in the public sector who are considering adoption.
13. 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)
- Experience in a Child Welfare related program
- Experience in working in an adoption related program and familiarity with Adoption process in Ontario
- Experience with CMS (content management systems) and ability to manage technical activities related to complex 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 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, 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
- Some flexibility for occasional evening or weekend work

**Please send resume and a cover letter to:**

Mary Henry, AdoptOntario Program Manager – [mary.henry@adoptontario.ca](mailto:mary.henry@adoptontario.ca)