



[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

**JOB POSTING**  
**Parent Educational Liaison**  
**(Part-Time: 20 hours/week)**

**Department: Programs**  
**Supervisor: Director of Programs**  
**FLSA Status: Non-Exempt**

**Background of Organization**

Adoption Network Cleveland (ANC) recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents), youth in foster care, foster parents, siblings and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy and law.

**Job Summary**

The Parent Educational Liaison will assess, develop and implement a comprehensive approach to educational issues as they relate to adoptive, foster and kinship children and families who have experience with the child welfare system and are facing school difficulties. Working with partners in the community and schools, this staff person will develop programs to educate families about school issues that may arise and equip families with strategies to deal with these issues as well as promote academic success, and provides support to families dealing with specific concerns.

**Responsibilities**

**Provide direct supports to families and emancipated/emancipating youth regarding school/educational concerns:**

- Identify, develop, and implement programming to address needs of families who have adopted or are otherwise caring for children from the public child welfare system and youth who will or have emancipated from foster care.
- Provide support and information to these families by attending school meetings, including IEP meetings or expulsion hearings, or referring families to receive legal assistance when legal intervention is required.
- Develop curriculum and facilitate educational and support groups/education

sessions to families, mentors and mentees.

- Provide support and educational service related to post-secondary education for youth adopted or emancipating from foster care.
- Provide information and resources to families, youth and young adults and facilitate referrals when appropriate.
- Provide direct support and consultation to school staff regarding needs and interventions for specific children (with parent permission).
- Provides monthly and quarterly reports on educational supports and initiatives.

**Collaborate & advocate with community agencies and school districts to promote best practice to best serve families and children from the child welfare system:**

- Collaborate with school personnel to determine how best to forge partnerships to benefit families and youth.
- Provide training to school personnel on the topic of adoption, kinship and foster care relating to education, or partner with agencies to provide training.
- Perform and maintain outreach to families to encourage their children's voice is recognized and honored.
- Attend Adoption Resource meeting at the Cuyahoga County Division of Children and Family Services, CCDCFS and make families aware of ANC programs and academic resources.

**General**

- Assist with completing reports for grant requirements, maintaining database of information.
- Assists in completing required monthly and quarterly reports for grants; ensures compliance with federal fiscal and program requirements; ensure compliance with county and state regulations.
- Maintains written and computer records of all calls and interactions with youth served as well as all contacts with professionals and caregivers involved.
- Maintains and fosters positive collaborative working relationships with CCDCFS and other outside partners.
- Organizes and maintains paperwork, records and files of the program to ensure full and proper reporting.
- Prepares and submits appropriate paperwork to ensure timely payment to contracted providers.
- Makes sure program evaluations are completed as scheduled and entered into Survey Monkey.
- Reviews program evaluations as scheduled and prepares a summary including course corrections.
- Participates in quarterly review of the Educational Liaison Program and provides updates and suggestions for program improvement.
- Enhances interdepartmental communication and cooperation.
- Designs and evaluates recruitment strategies to increase community participation in educational liaison program as needed.
- Utilizes and supervises volunteers.
- Develop & maintain resource and supports information system for ANC staff.

- Understands and adheres to all Ohio Department of Job and Family Services, ODJFS, CCDCFS, Victims of Crime Act fund, and ANC policies regarding confidentiality and privacy of clients, members of ANC and its programs.
- Understands and adheres to CCDCFS and ANC conflict of interest policy.
- Attends training and workshops as it relates to job responsibility.
- Promotes and tracks organizational membership among people served.
- Participates in cross-training and facilitation of other ANC programs, as needed.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in social work, education, related degree, or paralegal with expertise on educational issues preferred.
- Minimum 5 years' experience working with children, and their families, with special educational needs or school difficulties.
- Experience in collaborating with schools and other non-profit organizations.
- Experience in creating and revising curricula in response to the needs of diverse populations and in accordance with adult learning principles.
- Experience working with the public child welfare system.
- Knowledge of educational needs of youth who have been adopted or experienced other out of home placement through the public child welfare system and youth who will or have emancipate from foster care.
- Experience in community outreach, recruitment strategies and public speaking.
- Well-developed presentation and computer skills.
- Proficiency in oral and written communication skills with strong customer service abilities.
- Experienced working on teams and independently.
- Commitment to engaging youth and their families in meaningful participation on their planning teams.
- Openness and experience in working with people of diverse cultures and backgrounds.
- Experience managing multiple priorities; strong time and project management skills.
- Culturally competent, sound judgment.
- Appreciation of adoption as a lifelong process with a sound knowledge base of the issues involved.
- Excellent oral, written and verbal communication skills.
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage (proof of coverage required).
- Must have reliable transportation.

- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet and email.
- Must successfully complete fingerprinting and background check.

**Work Hours**

20 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

**Compensation and Benefits**

Competitive wage. Benefits include a retirement plan with company contributions, and employer-paid short-term and long-term disability insurance. Reimbursement of travel expenses. Employee-optional voluntary accident, cancer, term and universal life insurance, and hospital indemnity

**Equal Employment Opportunity Statement**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, sexual orientation, disability, veteran status, genetic information, adoption status or any other characteristic protected by law.

**To apply:** Send Resume and Cover Letter with salary requirements to [HR-Dept@adoptionnetwork.org](mailto:HR-Dept@adoptionnetwork.org). First consideration will be given to applications received by 12:00 pm EST, May 1, 2017.