



## **NYC AGAPE & Director**

**New York City | Full-Time – Up to \$80,000**

**About the Coalition:** The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is headquartered in New York City with Satellite offices in New Paltz, Amityville, and Ithaca.

**Position Description:** The New York City AGAPE & Kinship Program Director leads the Adoption and Guardianship Assistance Program for Everyone (AGAPE), a comprehensive program designed to be responsive to the needs of adoptive, guardianship and kinship families, in all five boroughs. AGAPE, which is family-centered and directed, offers a blend of services including case management, advocacy, training, crisis management, support services and youth programming.

The NYC AGAPE & Kinship Program Director works in partnership with AGAPE regional directors in the Central New York, Hudson Valley and Long Island regions. This director works with the three other AGAPE Directors to ensure program-wide uniformity, which includes participating in weekly AGAPE Program Director meetings (on the phone or via video conferencing) and other collaborative, program-wide activities. This regional program, which is based at the Coalition's main office in Coney Island, Brooklyn, serves all of Brooklyn, Queens, Staten Island, Manhattan, and the Bronx. This position is a full-time position that requires evening and weekend hours as needed to serve adoptive, guardianship and kinship families, parents and youth.

The NYC AGAPE and Kinship Program Director trains, coaches and supervises regional staff and reports to the Deputy Director of AGAPE.

### **Duties and Responsibilities:**

- Conduct all project Intakes for new families in New York City.
- Supervise all project staff including hourly per diem Family Support Specialist and Community Outreach Specialists.
- Writes and submits quarterly reports and all other contract management requirements.
- Is the "face" of AGAPE at NYC ACS a potentially great source of NYC referrals.
- Assess and suggest continuous improvement to structure and work plan for NYC program to the Deputy Director of AGAPE.
- Utilize selected curricula, assessment tools and evaluation materials.
- Ensure uniform intake, case management and service provision protocols across the region.
  - Supervise the development of programs, trainings and events for both New York City and program-wide implementations.

In addition:

- Foster an atmosphere of support and empowerment for staff and clients.
- Coordinate networking and partnership development with NYC service providers, including NYC ACS, schools, parent groups, voluntary agencies and collateral service providers.
- Build the Coalition's network of service providers and attempt to develop a consortium of OCFS funded programs in NYC including COAC, New Alternative for Children, and The Family Center.
- Serve as the key spokesperson for the program in New York City.
- Coordinate program promotion and outreach in collaboration with other relevant Coalition staff.
- As needed, provide short-term in-office or at-home counseling to families.
- As needed, provide case consultation and direction.
- Cultivate parent leadership in NYC, including identifying candidates to act as parent group leaders and/or serve on the Coalition's Advisory Committee.
- With the assistance of Family Support Specialists and parent leadership, develop parent support groups in all five boroughs.
- With the assistance of Family Support Specialists and other staff, develop and present training, educational and social activities for families, parents and youth.
- Hire, orient, train, coach and supervise and develop New York City staff.
- Select contractors, on an as-needed basis, to deliver staff and client training.
- Screen and supervise interns.
- Other duties as assigned.

**Qualifications:** Experience with foster care, adoption and/or kinship care is preferred. Demonstrated success in working with adoptive, guardianship and kinship families a big plus. Adoptive parents, relative caregivers, foster parents, birth parents, adoptees and foster or kinship care alums are strongly encouraged to apply. Candidates with knowledge of the regional social service and educational community will be especially well prepared for this position. Candidates must have a **masters of social work, psychology or Human Services degree** with at least four years' experience post masters.

Candidates must have experience with staff coaching and supervision and have values that align with the Coalition's focus on supporting and empowering families, parents and children. A positive, entrepreneurial, team-focused approach to work is essential. Commitment to the organization's mission, goals and standards required. Sound judgment, good interpersonal skills and the ability to both work autonomously and in collaboration with others essential.

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Please send: 1) cover letter explaining why you would like to work at AFFCNY and why you feel your lived experiences and skills fit with this job description, and; 2) resume to Pat O'Brien at [pat@affcnny.org](mailto:pat@affcnny.org).