

**Child Protection and Family Services Agency
Ministry of Education, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Adoption Officer
JOB GRADE	Level 8
POST NUMBER	
DIVISION	Child & Family Services
REPORTS TO	Adoption Manager
DIRECT REPORTS	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

STRATEGIC OBJECTIVE OF THE DIVISION

To provide the necessary and appropriate intervention for children who have been identified as at risk from neglect, abuse, trauma disability or any other factor; and to ensure safety, security and development of children and young people in the care of the state.

JOB PURPOSE

To ensure that adoption policies and procedures are implemented in accordance with the relevant laws and regulations, that the monitoring system is maintained and to ensure the delivery of quality service to clients and other stakeholders.

KEY OUTPUTS

- Individual Work Plan implemented
- Adoption Policy and programmes implemented for field operations
- Adoption cases reviewed
- Registry of children available for adoption maintained
- Case Committee Reports prepared
- Data collection method is observed

JOB RESPONSIBILITIES

1. Prepare individual Work Plan
2. Assist with the provision of administrative and technical support to the Adoption Board as directed
3. Participate in the preparation and presentation of monthly, quarterly, annual and any other reports required by the Board on the Adoption Programme as directed.
4. Participate in the implementation of decisions taken by the Board on programme matters, as directed.
5. Assist with conducting reviews of adoption cases.
6. Implement corrective actions to cases as directed.
7. Assist with the presentation of appeals to Board of Adoption applicants who have not been approved by the Board.
8. Maintain the proper operations of the Client Information systems.
9. Maintain Registry of Children available for Adoption.
10. Implement systems/method of quality control aimed at bringing the adoption process in line with international standards, as directed.
11. Assist with the provision of information in responding to correspondence and queries from Embassies, High Commissions on case status of children to be adopted, adopted children and on the adoption procedure.

12. Attend staff meetings monthly, quarterly, annually and at any other time as required
13. Maintain confidential and trusting relationships in accordance with the mandate of the Agency
14. Uphold timely attendance at meetings and other functions
15. Represent the Agency at meetings, seminars, conferences as directed
16. Perform any other related duties assigned from time to time.

PERFORMANCE CRITERIA

- Annual Work Plan is prepared, approved, implemented and monitored as required
- Cases are prepared in keeping with protocols and procedures and within established deadlines
- Target number of cases prepared as per work plan
- Effective interpersonal skills demonstrated in interacting with clients
- Key outputs are produced within agreed timeframes to required standards
- All clients and stakeholders needs are met within the required timeframe

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Make recommendation for the approval of cases by the Adoption Board
- Represent the organization at conferences and meetings locally and internationally

QUALIFICATION & EXPERIENCE

- B.Sc. degree in Social Work or related field
- Minimum of three (3) years' experience in the area of Child Welfare

OR

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- In-depth knowledge of the Child Care and Protection Act, Children (Adoption) Act and other relevant legislation
- In-depth knowledge of the Executive Agency Act
- In-depth knowledge of the principles and practices of Social Work
- In-depth knowledge of issues affecting children locally and internationally
- Discretion and sensitivity
- Excellent analytical, judgmental, decision-making and problem solving skills
- Good knowledge of relevant computer applications
- Excellent interpersonal and human relations skills

- Adept in Report writing
- Excellent oral and written communication skills

WORK RELATIONSHIPS

Internally

Divisional/Regional Directors
Unit Managers/Supervisors
Legal Officer
Children Officers
Adoption Case Committee

Externally

MDAs
NGOs
International and local bodies related

Adoption issues
Attorneys-at-law
Parents (birth parents and applicants)
Children
Judges and Clerks of the Court

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travel within assigned region to visit birth parents and applicants, and to attend court
- May be required to work beyond normal office hours to meet deadlines.