

**JOB DESCRIPTION**  
**JOB TITLE: Permanency Support Director**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

The Permanency Support Director is responsible for oversight of the Permanency Support units. This position implements strategic planning related to all aspects of specialty positions supporting the Permanency division.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for oversight of Permanency support team, including but not limited to Adoption Specialists, Family Finders, Independent Living Specialist, Courtesy Specialist, and other grant funded positions.

Responsible to ensure that all policies and procedures are followed in units managed.

Responsible for reviewing reports related to performance measures and ensuring 2INgage is meeting these requirements.

Responsible for developing and maintaining positive working relationships with all internal and external stakeholders.

Establishes current and long-range goals, plans and policies subject to approval of the Board of Directors.

Prepares reports on the status of programs and identifies program requirements and needs.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops strong relationships with internal departments to support permanency for children.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

**SUPERVISION:**

Responsible for the supervision of Permanency Support Supervisors

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

A Master's degree in a Human Services Field (preferred).

A Bachelor's degree in a Human Services Field, plus 5 years' progressive experience in Child Welfare is required.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Directly responsible for oversight and implementation of programs operations.

Ensures services provided by the program are of the highest caliber and consistency.

Continually evaluates and refines program requirements and service delivery.

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Employee Printed Name

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Date

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Employee Signature