

PROGRAM MANAGER - TEMPORARY

Announcement Date: October 20, 2009
Work Schedule: Fulltime, Monday – Friday, 8:30am to 5:00pm
Salary Range: \$18.00 to \$20.00 per hour depending on experience
Status: Temporary (12 to 14 weeks assignment) begin late December / early January

Position Summary:

Pearl S. Buck International (PSBI) is seeking a Master's level Social Worker to work with our Welcome House[®] Adoption Program. This is fulltime/temporary (12 to 14 weeks) assignment with our organization. The Program Manager is an integral member of Pearl S. Buck International (PSBI) primarily responsible for supervising the delivery of Welcome House program coordinator services and coordination of Welcome House adoption programs as assigned. The Program Manager also recruits and assesses prospective adoptive parents and provides case management.

Position Requirements:

- Master's degree in Social Work or related field with minimum 2 years relevant (adoption/social services) work experience
- State social work licensure preferred
- Has two years experience in international adoption, including completion of home studies, or child and family services provision
- Must have valid driver's license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work a flexible schedule that may include evening & occasional weekends when needed for client meetings
- Strong interpersonal skills with emphasis on communication skills & public speaking
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides development and humanitarian assistance is seeking a highly motivated individual to become a member of our Welcome House[®] Adoption Program team. PSBI will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex.

For more than fifty years, the Welcome House[®] Adoption Program has led the way in changing attitudes and creating adoption choices which transcend racial and cultural borders. Specializing in the unique needs of multi-cultural children and families, the Welcome House[®] Adoption Program seeks homes that will celebrate the child's birth culture as well as provide a stable, loving environment for children. Visit our website at www.pearlsbuck.org for more details.

Resumes should be Faxed to (215) 249-9657
Emailed to bhoot@pearl-s-buck.org or Mailed to the above address