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### **Adoption Services Manager**

Catholic Charities of Eastern Virginia is seeking an Adoption Services Manager for its Family Engagement & Mobility department. The successful candidate will hold a Master's Degree in Social Work, Counseling or related field and possess experience in the field of adoption, post-adoption and family support. S/he will supervise, coordinate and evaluate all activities and staff within the Adoption program.

The Manager will be responsible for: supervising adoption, post-adoption programming; maintaining accurate and complete statistical data for the program and its grants; submitting quarterly reports to Leadership Committee; hiring, supervising, training, and conducting annual evaluations for all adoption program staff; preparing and maintaining necessary documentation required for state licensing as a Child Placing Agency. The Manager will also provide some direct services as needed and will market adoption programs and activities to the community. Acceptance of Pro-Life philosophy a must. Please submit resume and cover letter to: [hr@cceva.org](mailto:hr@cceva.org).