

Overseas Country Director-China

Directs and supervises the implementation of child care programs and services at Holt China Children's Services.

CHILD WELFARE PROJECTS

Administers program delivery of country child welfare projects by directing the operations of project service delivery systems to children in care, which may include coordinating such activities as child and foster care systems and training of government and orphanage personnel and Holt staff.

FAMILY ADOPTION COORDINATION

Supports facilitation of international adoption in China by monitoring and coordinating adoption processing, scheduling of family adoption itinerary, assessment of children to be adopted, and family crisis intervention.

ADOPTION COMMUNICATION BETWEEN SOCIAL SERVICES AND CCAA

Contributes to the efficiency of the China Program and provides back-up assistance to the Social Services Department China Program by

Coordinating and facilitating communications between the Social Services Department of the Eugene home office and the China Center of Adoption Affairs in Beijing of information on children to be adopted and families applying for adoption through Holt, and supervising translation requirements for dossiers and post placement studies.

VISITOR AND FAMILY TRAVEL

Ensures effective in-country logistics of arriving families, staff and visitors by coordinating or supervising project staff in arranging local scheduling, orientation and other related tasks.

OBJECTIVES AND SERVICE DELIVERY

Achieves country objectives by working with China Program Director in setting of objectives; and supervising and assisting field staff and the Social Work Supervisor in developing program design and work plans, ensuring compliance with timelines, and ensuring quality service delivery.

STAFF COMMUNICATIONS AND FOLLOW UP

Ensures accurate and timely handling of information and instructions by Coordinating and overseeing information exchange and directions given to field staff from the Eugene home office, and following up to make sure all tasks have been completed as expected.

PROJECT REPORTING AND ASSESSING

Coordinates monitoring and evaluation of country projects with Holt home office by regularly reporting to the Eugene office in prescribed formats, ensuring timely submission of all reports or assessments from field staff as required by the Eugene home office, frequent travel to project locations, and adhering to Eugene home office guidelines for directorship of project.

BUDGET AND FINANCIAL REPORTING

Ensures financial accountability by working with the China Program Director in preparing annual budgets and managing and monitoring financial transactions and submission of accurate monthly financial reports.

ACCOUNTABILITY TO DONORS

Manages grant or other support to child caring institutions by

ensuring financial and service accountability of such institutions to Holt's mission and to grant founders, and coordinating other support and feedback required by donors and fund raising teams.

TEAM MANAGEMENT AND TRAINING

Empowers staff in their duties by

providing clear performance objectives, guidance, evaluation and training for staff supervised, assisting them in accomplishing the same for the workers they supervise, and providing appropriate avenues for staff to present ideas or concerns related to their work.

HIRING AND PAY

Maintains effective level of local staff by

hiring and dismissing such staff and recommending to Eugene office appropriate compensation and benefit packages according to Holt procedures.

RELATIONS

Maintains a productive relationship with Chinese government and other officials, including those in child caring institutions by

regularly networking with such officials, exploring and implementing areas of joint collaboration and updating them of country project activities, participating in community meetings, and directing in-country public relations activities and training activities.

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CHILD AND ADOPTION RECORDS

Manages record keeping by

ensuring proper maintenance by field staff of social, medical and legal records on all children and placements to families and ensuring timely child reports, including those for Sponsorship, and medical histories to the home office.

TEAM RESPONSIBILITY

Contributes to team effort by

accomplishing related results as needed.

KNOWLEDGE AND EXPERIENCE:

Preferred background includes a graduate degree in business, social work, health, international relations or other social service field, or a bachelor's degree with extensive program work experience.

Proven skills in program management, training and social work program development.

Excellent communication and cross-cultural skills, and experience working with government officials, communities, partners, and service providers.

Ability to work independently.

Able to read, write and speak English and Mandarin fluently

Working knowledge of basic computer programs (Word, Excel) and ability to learn other software applications as necessary.

Availability for extensive in-country travel as needed.

Describe controls: Reports to and is evaluated by the Director of Programs for China.