

MICHAEL ANDERSON

Senior Adoption Coordinator

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Dynamic and results-oriented Adoption Services Coordinator with extensive experience in developing and implementing innovative adoption programs. Expertise in fostering collaborative relationships among stakeholders, including prospective adoptive parents, social workers, and community organizations. Proven track record in managing complex cases and navigating regulatory frameworks to ensure compliance and best practices in adoption services.

WORK EXPERIENCE

Senior Adoption Coordinator | Family Connect Services

Jan 2022 – Present

- Designed and executed comprehensive adoption orientation programs for prospective parents.
- Managed a caseload of over 40 adoption cases, ensuring timely and effective service delivery.
- Collaborated with legal teams to facilitate the adoption process and ensure compliance with state regulations.
- Conducted workshops and training sessions for staff on best practices in adoption services.
- Developed partnerships with local organizations to enhance community outreach and support services.
- Utilized data analytics to evaluate program efficacy and implement necessary enhancements.

Adoption Services Specialist | Hope for Families

Jul 2019 – Dec 2021

- Facilitated home studies and assessments for prospective adoptive families to determine suitability.
- Provided ongoing support and counseling to families throughout the adoption process.
- Coordinated training for volunteers involved in adoption support programs.
- Maintained accurate and confidential records of all adoption cases in compliance with legal standards.
- Advocated for children's rights and needs in various community forums and discussions.
- Organized fundraising events to support adoption initiatives and community awareness campaigns.

SKILLS

case management

stakeholder engagement

program development

data analysis

training and development

advocacy

EDUCATION

Master of Social Work

University of California

Berkeley

ACHIEVEMENTS

- Increased adoption placement rates by 25% through innovative outreach strategies.
- Received the 'Excellence in Adoption Services' award from the State Department of Children and Family Services.
- Authored a best practices guide for adoption coordinators, adopted by multiple agencies nationwide.

LANGUAGES

English

Spanish

French