



Adoptee Coordinator

General Description

The Adoptee Coordinator is responsible for providing Team Adoptee Coordinators an advocate and voice for issues with adoptees and fore providing adoptees an advocate if issues cannot be resolved at the team level. The Adoptee Coordinator is also responsible for training Team Adoptee Coordinators, maintaining updated Adoptee reports, and regularly communicating with Team Adoptee Coordinators.

Reporting

This position reports to Officer-At-Large.

Time Commitment

This position requires 1 day/week

Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team

Key Responsibilities

1. Provide training to Team Adoptee Coordinators
2. Assist and support Team Adoptee Coordinators in their work.
3. Serve as an advocate for adoptees who are unable to resolve issues with the Team Adoptee Coordinator.
4. Meet with Team Adoptee Coordinators at least quarterly to verify that all adoptee issues are being addressed in a timely manner.
5. Maintain and update Adoptee Reports including:
 - a. Adoptee Coordinator Information Form
6. Work with GCCI Officer at Large and President to resolve adoptee issues in a timely manner.
7. Other duties as assigned

Qualifications

1. Excellent written and oral communication skills.
2. Excellent organizational skills
3. Excellent internal customer service skills
4. Ability to follow instructions
5. Ability to resolve issues with and between others.
6. Ability to train others.
7. Ability to meet with Team Adoptee Coordinators at least quarterly
8. Knowledge of basic computer skills.
9. Attention to detail
10. Knowledge of GCCI programs, policies, procedures and practices.
11. Positive attitude