

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Adoption Services Coordinator
PROGRAM: Pregnancy Support and Adoption Services
SUPERVISED BY: Program Director
STATUS: Salaried / Exempt / 1.0 FTE

JOB SUMMARY: This position is responsible for delivery of services to infant and international adoptive families before, during and after placement, including intake, preparation, education, and supportive counseling throughout the adoptive process. This position requires flexibility of work schedule dependant on immediate need, regular on-call rotation and occasional travel.

QUALIFICATIONS:

Personal: Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries.

Education/Experience: Master's degree in Social Work or Psychology Counseling plus one year experience working with children and families required. Counseling background and knowledge of open adoption philosophy desired.

Skills: Strong writing skills required and experience writing home studies preferred. Ability to organize services according to short term and long range goals. Works well with other professionals in a collateral relationship and able to work within the philosophy and mission of the program and the Agency.

Training Requirements: Agency and department orientation including home study writer's workshop.

Other: OCS records clearance and state and federal criminal background check. Must have valid drivers license and reliable transportation.

RESPONSIBILITIES:

1. Conduct intake interviews and screen adoptive applicants.
2. Conduct home studies, updates, and post-placement reports for adoptive families.
3. In cooperation with Pregnancy Support Counselor, birth parents, and adoptive parents, facilitate permanent placement of child.
4. Facilitate legal paperwork from placement to finalization.
5. Provide counseling for all members of the adoptive triad as needed.
6. Maintain a working knowledge of current federal and state regulations/laws regarding Native and non-native relinquishment and adoption.
7. Maintain case files including maintenance and security of closed adoption files.
8. Facilitate the planning and implementation of adoption education workshops.
9. Provide information and referral services to the community.

10. Provide positive adoption education within the community to advance adoption issues.
11. Maintain collaborative contacts with professional organizations including international adoption agencies.
12. Participate in program fund-raising activities, special events and department activities.
13. Maintain, compile, and submit statistical data for program reporting to the director.
14. Attend staff meetings as scheduled.
15. Other duties as assigned.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____