

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Pregnancy Support Services Advocate  
**DEPT/PROGRAM:** Pregnancy Support and Adoption Services  
**SUPERVISED BY:** Program Director  
**STATUS:** Full-time/ exempt  
**UPDATED:** 8/20/2009; 1/13/2010

**JOB SUMMARY:** 1) This position is responsible for the delivery of services to pregnant clients, their partners, and/or family including counseling, case management, parenting support, foster care coordination and supervision, adoption planning, community education, referral and advocacy. 2) This position also assists with search and reunification requests. 3) Position is responsible for delivery of services to families which may include home study, education, home visits and support through the home study period. 4) This position is responsible for management of the Baby Boutique, its volunteers, and material goods.

**QUALIFICATIONS:** Bachelor's degree in social work, human services, or related field, one year of experience in working with families, and diverse client base required. Demonstrates maturity, dependability, creativity, flexibility, and possesses strong organizational skills. Excellent interpersonal skills and oral and written communication skills required. Ability to work flexible hours on occasion due to client needs. Ability to work independently and as part of a team. Knowledge of pregnancy and parenting desired.

**REQUIREMENTS:** Valid driver's license and adequate automobile insurance. Regular and reliable attendance. Must be willing and able to travel within the state of Alaska including transportation in small airplanes to remote locations. OCS Records Clearance and required state and federal criminal background checks. Must be able to lift 25 pounds. Meet licensing and accreditation continuing education requirements.

### **RESPONSIBILITIES:**

1. Provide services (individual and/or group) to pregnant clients, partners, and family members including information about decision-making, adoption planning, life skills, parenting, nutrition, health education, community resources.
2. Occasional travel to all areas of the state to provide pregnancy support to clients.
3. Assess client needs and make referrals for medical, financial, vocational, educational and housing.
4. Be knowledgeable of and familiar with current federal and state adoption regulations and laws particularly in area of Indian Child Welfare Act.
5. Accompany clients and testify in court on behalf of the agency when a client is relinquishing parental rights.
6. Provide follow-up with parenting clients and relinquishing birth parents.
7. Collect information necessary for obtaining Certificates of Indian Blood, social security numbers, Denali Kid Care.

8. Participate in the development and implementation of educational curriculum for community presentations.
9. Advocate for openness between birth and adoptive families.
10. Present and participate in the CSS adoption workshops.
11. Attend Home Study Writer workshop; write home studies as assigned by program director.
12. Maintain confidential client files, statistical records, phone logs, case charts, and case notes.
13. Attend and participate in program/Agency meetings, activities and functions.
14. Provide counseling and support to all members of the adoption triad including those searching for placed children or birth families.
15. Supervise Baby Boutique volunteers; monitor schedule, statistics, donations, etc.
16. Participate in adoption planning with relinquishing birthparents and adopting families.
17. Support program/agency fund-raising activities.
18. Complete all required monthly reports.
19. Other duties as assigned.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_