

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Special Needs Adoption Coordinator
PROGRAM: Pregnancy Support and Adoption Services
SUPERVISED BY: Program Director
STATUS: Hourly / 1.0 FTE

JOB SUMMARY: Position is responsible for delivery of services to families adopting through Office of Children's Services (OCS), including home study, education, home visits and support through the home study period. Position works directly within the scope of the OCS/CSS grant for providing family assessments and home studies for the permanent placement of children in the custody of the state of Alaska. Position also assigns and manages home studies contracted to individual writers within the community.

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. Must be self-motivated.

Education/Experience: Bachelors Degree in social work or related field preferred. Two years experience in the field of child welfare or human services. Knowledge of the legal and emotional issues of adoption and knowledge of the needs and behaviors of children who have experienced abuse and neglect.

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

Other Requirements: Must have valid AK driver's license. Must be willing and able to travel within the state of Alaska including transportation in small airplanes to remote locations.

Training Requirements: Agency and department orientation.

RESPONSIBILITIES:

1. Work within the requirements of State Grant.
2. Be familiar with and follow program systems and protocols for the day-to-day work to meet grant requirements.
3. Maintain communications with the Regional Adoption Specialists, individual OCS workers and when needed, the State Adoption Specialists.
4. Receive, assess, and evaluate all referrals from the Regional Adoption Specialists for their completeness and appropriateness.

5. Conduct a pre-study assessment on each family referred, to determine the accuracy of the referral information, the family's knowledge of the referral and their readiness to proceed with the home study.
6. Assign referrals to home study writers in a timely manner, meeting the grant time frames.
7. Maintain the home study referral tracking data base in an accurate and up-to-date manner.
8. Monitor referral assignments to ensure that writers meet the phase completion dates and that the home studies are completed in a timely manner.
9. Maintain on-going communications with home study writers to ensure writers receive accurate and up-to-date information about referred families and any problems that may prevent the timely completion of the study are identified and solved.
10. Participate in and facilitate meetings, teleconferences, and workshops that are relative to adoption issues and within the scope of the grant.
11. Complete all required monthly reports.
12. Attend staff meetings and agency required trainings and meetings.
13. Support program/agency fund-raising activities.
14. Maintain confidential client files, statistical records and case notes.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

