

## GUIDELINES FOR POSITION

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| Position:               | Adoption Social Worker  |
| Minimum Qualifications: | Bachelor's Degree in Social Work and Social Work License required   |
| Reports to:             | Program Manager   |
| Position Purpose:       | To provide child-focused direct service to domestic and international adoptive families.  |
| Schedule:               | This position will be hired between 32 and 40 hours per week. Typical hours are 8:00-4:30 M-F, with occasional evenings and weekends. |

### Duties & Responsibilities:

#### Work with Adoptive Parents

- Pre-Adoptive Counseling

Conduct client interviews which focus on information gathering, assessment, education, support, and counseling.

- Gather information from family and other sources in all areas outlined in the autobiography format and state mandated home study templates.
- Assist family in determining adoption program most appropriate for them and establish a plan for service.
- Assess the areas in which more training/education is necessary prior to completion of the home study and direct the family to available resources.
- Provide adoption training/education as dictated by all agency, state, federal, international and Hague mandates.
- Provide supportive counseling to all clients.

- Adoption Home Study and Written Reports.

- Write home studies and updates using the determined home study processes in accordance with program requirements.
- Complete post placement/post adoption reports, evaluations for court reports and case records.
- Comply with agency case note standards for documentation.
- Complete foster care licensing and supervision, as needed.

- On-going support and counseling to families.

- Provide information and support for families during the adoption process.
- Review child social and medical information with families to determine appropriateness of match.
- Provide post placement/post adoption visits and support as required by agency standards and each program.
- Provide consultation, counseling, assessment and referral for families and children throughout the family's lifespan.

## **Work with Expectant Parents (providing backup in pregnancy services)**

- Adoption Information and Planning Counseling
  - Provide information regarding options including parenting, adoption, relative care, bridge care, termination, etc.
  - Assess client status and provide referrals as needed. Assessment includes such areas as: social relationships, relationship with other expectant parent, emotional status, educational and vocational goals, health and medical care, preparations for childbirth, housing, financial status, mental health concerns, chemical usage or dependency.
  - Provide individual and group grief and loss counseling as needed during and after the adoption.
  - Facilitate hospital discharge and placement of child(ren), in collaboration with adoptive family social worker.
  - Ensure all agency forms, including social/medical/genetic history forms, are explained, thoroughly completed, and signed by the client.
  - Maintain current documentation and case notes.

## **Professional Responsibilities**

- Group Work and Training
    - Facilitate/participate in adoption trainings/education as required.
    - Make meaningful, creative contributions to agency committees.
    - Understand and participate in the teamwork model of service delivery.
  - Agency Expectations
    - Complete work according to established guidelines and timelines.
    - Maintain professionalism in appearance and conduct.
    - Discuss caseload with supervisor on a regular basis in both formal and informal supervision, notifying supervisor of potential problem situations, studies that need to proceed faster or slower than usual, and suggestions for improvements in agency functioning.
    - Maintain continuing education and ethical and professional standards as required by MN and WI social work licensing, IAA, Hague, USCIS, and agency policies.
    - Contribute to the agency's overall well-being and effectiveness by fully communicating needs, ideas, and concerns directly to other team members, and supervisor as needed
    - Participating fully as a team member in day to day tasks as well as special activities.
    - Participate fully in staff meetings, in-service training, consultation meetings and workshops
    - Other duties as assigned.
5. Other Requirements
- Valid driver's license, acceptable driving record, reliable transportation. Must be able to travel to families' homes in Minnesota and Wisconsin.
  - Proficient computer skills.
  - Excellent oral and written communication skills.
  - Strong assessment skills.
  - Commitment to serving all clients regardless of race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance.