

Adoption Specialist

SUMMARY OF POSITION

Under the direction of the Director of Adoption, this full-time hybrid position provides direct service including intake, screening, home study, placement services and post placement supervision for clients/families pursuing adoption. Also, work in coordination with Birth parent specialist to raise awareness through outreach and educate the community about modern adoption. Assist director in all facets of adoption programming and other duties as assigned. This position demonstrates a commitment to connecting children to families and keeping families connected and provides all services in accordance with the teachings of the Catholic Church.

QUALIFICATIONS

- Provide adoption services to families interested in domestic adoption.
- Respond to inquiries and assigned families interested in adoption in a timely manner.
- Coordinate the completion of all supplemental paperwork necessary for adoption assessments assuring that all required items are in place.
- Conduct adoptive assessments and updates in accordance to agency policy and in compliance with licensing and accreditation standards.
- Provide ongoing education and support to adoptive applicants throughout the adoption process.
- Work cooperatively with internal (Birth Parent Specialist) and external placement agencies (other placing agencies) in the coordination of adoption placements.
- Support adoptive families during hospital placements as needed.
- Provide post-placement supervision visits and reports according to internal and external agency requirements.
- Provide reports to the court of jurisdiction in the adoption process.
- Represent the agency and provide testimony as needed in the court process.
- Assist in answering after-hour calls on the birthparent phone line as needed.

- Participate in adoption team efforts related to outreach and education to referral sources and other community entities about modern adoption and the Good Shepherd adoption program.
- Provide any needed referrals for families according to agency and family needs.
- Maintain case records according to agency policy and in compliance with licensing and accreditation standards.
- Represent the agency at community adoption events.
- Comply with all confidentiality and security standards imposed by HIPPA, licensing and accreditation standards and other external bodies as well as those specified in internal organizational policies.
- Participate in agency events that support the general function of the agency and program.
- Respond to emails and voice messages promptly and courteously.
- Participate in agency Quality Assurance activities, including peer record review as requested.
- Attend all Good Shepherd Staff Meetings and monthly adoption team meetings.
- Attend trainings to enhance competencies related to job position and ensure all required job related knowledge is acquired.
- Provide all services in accordance with the teachings of the Catholic Church.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

Masters degree from an accredited program of Social Work, Counseling or Psychology and 2 year's experience in Adoption, or Bachelor's degree from an accredited program of Social Work, Counseling or Psychology and 5 year's experience in adoption. Expertise in all facets of adoption, with an understanding of state and federal laws impacting adoption.

The majority of this job is performed in the community and staff must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.

TO APPLY

Submit a resume and cover letter to Abbey Ross at aross@gsstl.org.