



## **JOB DESCRIPTION**

**Job Title:** PPS Worker/Adoption Liaison

**Ministry:** Good Shepherd Children and Family Services

**Reports To:** Director of PPS

**Date:** 8/6/2025

## **OUR MISSION**

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

## **POSITION SUMMARY**

The PPS Worker/Adoption Liaison provides individual and family case management, counseling, and education services to pregnant women, their families, and significant others with a primary focus on promoting healthy birth outcomes and enhancing parenting to ensure a safe, stable environment for the child/children. In addition, this position will also provide direct service to pregnant parents exploring adoption planning. All services will be provided in accordance with the teachings of the Catholic Church. This position is focused on serving clients residing in St. Louis County and St. Louis City.

## **OVERVIEW & RESPONSIBILITIES**

- Reach out and engage new clients in a timely manner.
- Schedule and keep appointments with clients. Frequency of contact is individualized to the client.
- Engage the client in an assessment of areas of strength and need and create a service plan to guide service according to that assessment
- Provide assigned clients with case management and counseling services to enhance the successful maintenance of the pregnancy and healthy birth outcomes for mother and child.
- Present and explore the birth options of parenting, adoption or guardianship with a relative and assist clients in the decision-making process to determine the best plan for her and her baby.
- Encourage involvement of birth fathers and other family members in services as appropriate and with the consent of the client.

- For clients choosing parenting, provide parenting education to clients using the identified resources best suited to the client's needs.
- Assess clients need for concrete support services. Make community referrals as needed; access agency funds with supervisory approval only after exploring all other options.
- Coordinate with other service providers to link clients with the needed community resources.
- Provide crisis intervention services when needed and be available for emergencies after an hour's emergencies as they arise within reason.
- Assist with outreach efforts to raise awareness of PPS services and generate referrals to the program; represent the agency at community events towards that end as appropriate.
- Maintain the client record which includes documentation of all clients related activities on prescribed forms in a timely manner.
- Complete data entry as required to assure accurate billing to ATA and other funders.
- Participate in regular supervision and seek consultation with supervisors as needed.
- Comply with all confidentiality and security standards imposed by HIPAA, COA, and other external bodies as well as those specified in internal organizational policies.
- Work collaboratively with co-workers.
- Participate in agency and departmental events that support the general function of the agency or program.
- Respond to all emails and voice messages promptly and courteously.
- Participate in agency peer record reviews as required.
- Attend Good Shepherd all staff meetings.
- Attend training to enhance competencies related to job position and ensure all required job-related knowledge is acquired.
- The majority of this job is performed in the community. Therefore, must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- Perform other duties as assigned.

#### *Adoption Specific*

- Develop and/or maintain expertise in current infant adoption practice.
- Reach out and engage new clients in a timely manner.
- Provide all pertinent services to clients choosing adoption including birth parent counseling and education about the adoption process, coordinating placement options in collaboration with adoption staff, facilitating infant discharge from the hospital and temporary foster care, preparing all necessary court documents and representing the agency at court as necessary.
- Provide coverage for cases requiring an urgent response, such as post delivery cases planning adoption from the hospital.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Master's degree from an accredited program of Social Work, Counseling or Psychology or a Bachelor's degree with 2 years' experience. Thorough understanding of issues relate to pregnancy, birth, and adoption practice and law in Missouri. Working knowledge of community resources. An understanding of family systems, the impact of abuse and neglect; substance abuse; mental illness; poverty; grief and loss; and trauma on children and their families.

## **SKILLS & COMPETENCIES REQUIRED**

- Excellent written and verbal communication skills.
- Ability and comfort in making presentations at churches, schools etc.
- Effective and creative in using modern technology and social media related to job duties.
- Non-judgmental attitude.
- Excellent assessment skills.
- Ability to work with a culturally diverse population.
- An understanding of the grief and loss process relates to making an adoption plan.
- Ability to advocate for clients.
- Flexible schedule including availability on the evenings and weekends according to client's needs.
- Independently arrange a weekly work schedule to accommodate clients and agency needs.
- Conflict resolution and crisis intervention.
- Ability to prioritize and organize needed tasks to be successful in the position.
- Ability to make independent decisions through application of common sense, data, and knowledge gained through training and education.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases. Sufficient typing skills required.
- Demonstrated commitment to the agency pro-life stance.

## **RESOURCES FOR WHICH ACCOUNTABLE**

Develop rapport and work effectively and empathically with assigned clients. Maintain professional relationships and communicate effectively with community partners, court representatives and referral sources.

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EMPLOYEE NAME

DATE

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HR REPRESENTATIVE

DATE