

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Adoption Coordinator/Pregnancy Support Advocate  
**PROGRAM:** Pregnancy Support and Adoption Services  
**SUPERVISED BY:** Program Director  
**STATUS:** Salaried / Exempt / 1.0 FTE  
**UPDATED:** 4/1/15

**JOB SUMMARY:** 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. This position is also responsible for the delivery of services to pregnant clients, their partners, and/or family including birth options counseling, case management, parenting support, adoption planning, referral and advocacy. This position also handles search and reunification requests.

### **QUALIFICATIONS:**

**Competencies:** 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 and be self-motivated. Demonstrates maturity, dependability, creativity, flexibility, and possess strong organizational skills along with excellent interpersonal, oral and written communication skills. The ability to work independent and also as a team.

**Education/Experience:** Bachelor's Degree in social work, counseling or related field. 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:** oriented to detail, possess good written and verbal skills, and excellent communication and collaborative abilities.

### **DUTIES & RESPONSIBILITIES:**

#### **Permanent Families Grant:**

1. Work within the requirements of the state grant for home studies. Maintain communication with the Regional Adoption Specialists (RAS), individual OCS workers and when needed, the state Adoption Specialists.
2. Receive, assess, and evaluate referrals from the Regional Adoption Specialists for completeness.
3. Conduct pre-study on each family referred to determine the accuracy of referral information.
4. Assign referrals to home study writers in a timely manner, meeting the grant timeline, and maintaining the home study referral tracking date base.
5. Manage contractor compliance regarding referral assignments to ensure adherence to completion dates. Maintain on-going communications with home study writers to

check in with status and identify any barriers to meeting timeline. Request extensions from RAS as needed.

6. Evaluate contractor work to ensure a complete and accurate assessment has been done.
7. Exercise decision making while conducting clinical review/ approval of contractor product.
8. Conduct evaluations on contractors every 6 months.
9. Participate in and facilitate meetings, teleconferences, and workshops related to adoption issues.

**Pregnancy Support:**

10. Provide birth options counseling to birth families facing an unexpected pregnancy.
11. Assist clients with developing plans for adoption or parenting.
12. Assess client needs and make referrals for medical, financial, vocational, educational and housing.
13. Assist clients with identifying resources and assistance to help them parent.
14. Support birth parents in process of selection of adoptive family.
15. Travel as needed to other areas of the state to provide adoption services to pregnant women and to facilitate travel for babies being placed for adoption.
16. Be knowledgeable of and familiar with current federal and state adoption regulations and laws particularly in area of Native and non-Native relinquishment.
17. Collect information necessary for obtaining certificates of Indian Blood, social security numbers, Denali Kidcare.
18. Handle search and reunification requests.

**Waiting Child:**

19. Work with families in the Waiting Child Program and facilitate worker to worker contact in regards to inquiries on placement of children from outside of Alaska.
20. Conduct intake and application process.
21. Conduct home studies, updates, and post-placement reports on adoptive families.
22. Advocate for full disclosure and appropriate transition planning.

**General:**

23. Advocate for the agency's open adoption philosophy.
24. Complete all required monthly reports.
25. Support program/agency fund-raising activities.
26. Maintain client files, statistical records, phone logs, case charts, and case notes.
27. Must have valid AK driver's license
28. Other duties as assigned.

**Training Requirements:** Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_