



**Children's  
Service Society**

Safe Children. Caring Families.  
Strong Communities

**Job Description Form**

**Position Title:** Adoption Counselor

**Department:** Adoption

**Reports to:** Adoption Program Coordinator

**FLSA Status:** Part time-full time 20-40 hours

**EEOC:**

**General Summary:**

This position requires a social worker with a minimum of a masters of social work. CSW or LCSW preferred with minimum one year of child welfare and/or adoption and/or foster care experience. This position includes working with adoptive families to prepare and complete home studies, provide post placement support, reporting, and birthparent casework and counseling which includes options counseling, grief and loss counseling, adoption psychoeducation, facilitation of match meetings, hospital plans, and post placement contact. If clinically licensed, this worker may offer post adoption counseling services to all members of the adoption community. This worker may (if interested) facilitate monthly support groups for members of the adoption triad as well as trainings/education for adoptive families as needed. This position will local, state, and national entities to ensure proper completion of all required documentation for international and ICPC cases. All members of the adoption team are required to: daily answer inquiries from adoptive & birth families, participate in an on call phone rotation (monthly), and participate in outreach efforts to inform the community of our services (as needed). This position may include working some weekends/holidays/evenings as needed. Other duties as assigned. CSS offices are closed on Fridays.

**Essential Job Functions:**

- Ensure timely completion of all paperwork
- Maintain client files, ensuring all paperwork is complete and filed
- Prepare and facilitate adoptive parent home study, placement paperwork, post placement reports, and finalization paperwork
- Maintain current case notes
- Conduct post placement supervision visits (in home and in office) and required post placement reports, and provide post placement support (fielding questions re: finalization, correspondence issues, etc.)
- Attend Finalization hearings, as agency representative, with adoptive families as needed
- Assist with on call phone rotation
- Attend weekly staff meeting and attend monthly all agency meeting
- Filing, copying, and faxing paperwork as needed
- Keep and update Microsoft outlook calendar
- Follow policies and procedures
- Represent the agency in a positive and professional manner
- Assist with annual audit
- If interested, facilitate monthly support group (birth parent, adult adoptee, adoptive parent)
- If clinically licensed, see clients for post adoption therapy
- Clinical supervision provided
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to communicate with employees, clients and various business contacts in a professional and courteous manner
- Knowledge of company products and services and policies and procedures
- Excellent communication skills
- Knowledge of other agency programs
- Computer experience with Word, PowerPoint, Excel, Access, Outlook, Internet
- Excellent written communication skills
- Ability to work on a team environment
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality

**Education and Experience:**

A Master's Degree in Social Work or in a related human services field; fully licensed (LCSW, CSW) with experience in domestic home studies, child welfare, and foster care and/or adoption. Knowledge and experience with adoption and/or foster care.

**Physical Requirements:****Percentage of Work Time Spent on Activity**

	0%-24%	25%-49%	50%-74%	75%-100%
<b>Seeing:</b> Must be able to read computer screen and various reports				X
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				X
<b>Standing/Walking</b>	X			
<b>Climbing/stooping/kneeling</b>	X			
<b>Lifting/pulling/pushing</b>	X			
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system				X

**Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.**