



Children's Service
Society of Utah
Adoption

Job Description Form

Position Title: Adoption Specialist

Program: Adoption

Reports to: Program Director

FLSA Status: Non-Exempt

EEOC:

General Summary: The Adoption Specialist position is responsible for preparation and assessment of clients seeking to adopt children through Children's Service Society of Utah's Infant, Domestic, and Waiting Child adoption programs. Direct services to be provided are adoption home study assessments, ethical options counseling for birth parents, mental health support for individuals and families touched by adoption, and follow-up services for adoption cases. Specific services include doing home studies, providing pre/post adoption services, providing mental health supports and counseling, and facilitation of adoption related support groups. Full-time. 40 hours a week. Monday-Friday.

Essential Job Functions:

- Receive and respond to Adoption Program inquiries
- Serve as the point of contact for families from inquiry to adoption finalization
- Provide mental health counseling and supports, as needed, to birth parent or adoptive family throughout the entire case
- Provide ethical options counseling for birth parents
- Plan, advertise, facilitate monthly adoption related support group(s)
- Maintain adoptive parent files (includes child files once match has been made), ensuring that all paperwork is complete and filed appropriately
- Maintain ongoing contact with clients, community partners, referrals, and all other sources as necessary for each individual case and job functions
- Prepare all adoptive parent placement paperwork at time of placement
- Ensure all documents, including the home study document, meet licensing requirements
- Collaborate with families to post profiles on social media and agency website
- Conduct post placement supervision visits, with post placement reports, ensuring that all licensing and legal requirements are met
- Attend adoption finalization hearings as a representative of Children's Service Society of Utah
- Ensure timely and accurate completion of all paperwork
- Ensure all licensing and contractual requirements are met
- Take on-call phone in rotation with team
- Create and provide necessary paperwork to the court and/or adoption attorney
- Maintain billing records for families, and ensure that payment is made prior to service being provided (includes home study application fee, home study fee, background check fees, match fee, etc).
- Track inquiries, intakes, and caseload; report on numbers to Program Director monthly
- Maintain accurate agency calendar
- Assist with annual audit (Office of Licensing; contracts and grants may require additional audits)
- Attend weekly Adoption Staff meetings
- Complete annual trainings required for Office of Licensing, contracts/grants, DOPL
- Attend monthly agency meeting
- Attend all clinical staffings
- Participate in annual employee performance evaluation (or at discretion of Program Director/Executive Director)

<ul style="list-style-type: none"> • Other duties as assigned 					
Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> • Ability to communicate clearly, effectively and appropriate with clients, professional contacts, peers, and all others • Knowledge of agency services, policies and procedures • Ability to utilize various computer programs, social media platforms, the internet, etc. • Professional verbal and written communication skills • Work well in a team environment • Ability to maintain a consistent and appropriate work scheduled, while being flexible to meet job requirements • Able to work evenings, weekends, holidays, etc. as needed to complete necessary job functions • Maintain and organize case load, ensuring all obligations, job duties, and other requirements are met to ensure compliance with licensing, legal, and contract/grants • Detail oriented 					
Education and Experience: <ul style="list-style-type: none"> • Master's Degree in Social Work or related field • CSW or LCSW Licensure or related mental health license • Complete all required trainings (OL) prior to being able to complete home studies/case management independently. • Prior adoption experience preferred; including knowledge of issues related to adoption, trauma, adoption law, practice, ethics, and experience in writing home studies. • Flexibility to meet all position requirements; including: occasionally working weekends, holidays, and evenings as needed to support families on case load. • On-Call phone rotation 					
Physical Requirements:		Percentage of Work Time Spent on Activity			
		0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports					X
Hearing: Must be able to hear well enough to communicate with employees and others					X
Standing/Walking		X			
Climbing/stooping/kneeling		x			
Lifting/pulling/pushing		X			
Fingering/grasping/feeling: 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 is 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.					

12/2022