



**Children's  
Service Society**

Safe Children, Caring Families,  
Strong Communities

**Job Description Form**

**Position Title: Adoption Specialist**

**Department: Adoption**

**Reports to: Adoption Program Coordinator**

**FLSA Status: non-exempt**

**EEOC:**

**General Summary:**

Part time. Hourly. 20 hours a week. Monday-Thursday. Answers questions from potential adoptive families, mails correspondence, completes home studies, and post placement services, maintains files for adoption licensing, refers clients to other adoption services within the community when needed. Ensures that all adoptive families' paperwork and licensure compliance requirements are being met. Schedules home study contactor visits with adoptive families. Ensures completion of needed paperwork before payment is given. Completes billing for adoption program. Updates forms and procedures for program as needed.

**Essential Job Functions:**

- Phone call intakes from adoptive families. Answers general adoption, foster care, and licensing questions
- Sends out and receives paperwork to potential adoptive families
- Completes administrative assistant duties for adoption program
- Follows up with paperwork requirements and ensures paperwork is in before a home study is scheduled.
- Mails correspondence between birth mothers and adoptive families
- Ensures Home Study paperwork is completed and submitted in a timely manner.
- Calls home study contractors as needed to schedule home study and ensures that notes are filed within 2 weeks of the home study visit and before payment is given.
- Assists with on call phone rotation
- Attends weekly staff meeting
- Filing, copying and faxing as needed
- Initiates adoption finalization court paperwork
- Ensures Adoptive Families have been billed for all expenses and agency fees prior to finalization
- Attends adoptive/birth parent orientations, educational workshops, and support groups, and potentially facilitates these workshops/orientations which may be evenings or weekends
- Supervises completion of ICPC paperwork
- Audits client files twice yearly
- Compiles monthly Adoption Statistics
- Maintains and updates adoption database as needed
- Ensure adoption record scanning is completed after each finalized adoption
- Reviews client files to ensure all documentation is in file
- Performs notary public duties and is available to notarize client related forms

- May require some weekend and evenings as adoption cases arise and are never predictable as to when a baby will be born
- Answer birth parent inquiries as needed
- Bill DCFS and be contact person for DCFS for contract homestudies
- Become familiar with contract with DCFS and attend necessary meetings with DCFS
- Be familiar with foster care and adoption laws in Utah
- Have attended or willing to attend foster care training with Utah Foster Care
- Answer all inquiries for families looking to adopt children from state custody

**Knowledge, Skills, and Abilities:**

- Knowledge of company products and services and policies and procedures
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees, clients and various business contacts in a professional and courteous manner
- 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:**

Social work degree preferred with SSW license and foster care/social worker experience, or related human services degree and adoption/foster care experience

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.**