

Title: Adoption Services Social Worker (Independent Contractor)

Reports to: Senior Manager, Pre and Post Adoption Services

Department: Pre and Post Adoption Services

Primary Purpose:

The Adoption Services Social Worker Contract position involves completing adoption home studies, home study updates, home study addendums, post-placement/post-adoption supervision and reporting, and pre-adoption consultations. These services collectively are hereinafter referred to as “adoption services.” Social worker must have experience in adoption and flexible availability (including weekends and evenings).

Contractor, a social worker, with qualifications and credentials listed below, may perform home study evaluations and make recommendations for adoption by families and/or clients of Spence-Chapin, under the supervision of Spence-Chapin staff. Contractor may also provide pre-adoption consultations, under the supervision of Spence-Chapin staff.

Key Performance Indicators:

- Contractor will ensure that the adoption service complies with all applicable laws and regulations
- Contractor will abide and follow all policies and procedures related to the adoption service, including being supervised by Spence-Chapin’s Senior Manager
- Contractor will communicate through email, phone and in-person with Prospective Adoptive Parent(s) (hereinafter “PAP”) for scheduling and assessment/counseling purposes
- Contractor will be responsible for completing all of the case notes related to the adoption service within 48 hours of the contact with the PAP and submit those notes to supervisor
- Contractor is responsible for country or state specific number of in-person meetings and home visits with the PAP
- Contractor is responsible for any additional in-person contacts which may be requested by PAP, or by Spence-Chapin’s Senior Manager
- Contractor is responsible for preparing and completing a written home study document/update/post-placement report/post-adoption report in accordance with Spence-Chapin’s practices and pursuant to all laws and regulations
- Contractor is responsible for submitting the home study document/update for review to the Senior Manager within five (5) business days of the home visit. If the document is not approved or if the Senior Manager has edits or revisions, the Contractor will have an additional three (3) business days to revise and re-submit the document to the Senior Manager from the date of notice given to the Contractor by the Senior Manager
- Contractor will disclose to Spence-Chapin any and all information regarding the client’s medical background, mental health information, criminal background, and all other information necessary to make a determination by Spence-Chapin whether adoption is suitable.
- Contractor will be required to make client home visits for the purpose of conducting

adoption services. Contractor understands that additional visits may be requested by Spence-Chapin and/or required by court.

- Contractor is responsible for preparing and completing a written report(s) after each post-placement/post-adoption visit, in accordance with Spence-Chapin's practices and pursuant to all laws and regulations.
- Contractor is responsible for submitting written post-placement/post-adoption reports for review to the Senior Manager within five (5) business days of the post-placement/post-adoption visit unless earlier submission is required. If the document is not approved and accepted, Contractor will have an additional three (3) days to revise and submit the document to the Senior Manager from the date of notice given to the Contractor by the Senior Manager.
- When conducting pre-adoption consultations, Contractor is responsible for accurately describing adoption pathways and considerations and is responsible for fully disclosing to Spence-Chapin any social history, mental/physical health concern, criminal history, and all information necessary to make a determination by Spence-Chapin whether adoption is suitable.
- Contractor is responsible for attending all trainings required by Spence-Chapin and is responsible for obtaining the necessary trainings to maintain their professional license.

Education and Experience:

- Licensed Master of Social Work (LMSW), Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW)
- General knowledge of adoption field and practices
- Strong organizational skills and excellent written and verbal communication skills
- Strong presentation and group facilitation skills
- Ability to work both collaboratively as a team and independently
- Ability to multitask and follow-through on multiple projects

How to apply:

- Please send cover letter and resume to recruiting@spence-chapin.org

We reserve the right to add or remove assigned duties and responsibilities to the job description upon discretion of change and need.