

JOB DESCRIPTION



Title: Birth Parent Social Worker and Outreach Coordinator, Upstate New York (Part Time)

Reports to: Associate Director, Program Outreach and Associate Director, Birth Parent Services and Outreach.

Department: Domestic and Special Needs Adoption

I. Primary Purpose:

This position will be responsible for implementing Spence-Chapin's Domestic and Special Needs Adoption Program's outreach efforts in Upstate, New York, targeting the full range of providers serving women who are facing an unplanned pregnancy. Primary focus will be on promoting Spence-Chapin's options counselling and adoption services and increasing referrals from (but not limited to) the following counties: Ulster, Sullivan, Orange, Dutchess, Rockland, Westchester, Albany, Schenectady, Broom, Oneida, Onondaga, Chenango. This individual will also provide options counselling and case management services to birth and expectant parents considering an adoption plan for their baby. An integral part of the role is building relationships with relevant health care and social service organizations, and the general adoption community, as well as to participate in outreach visits, conferences, and community events as needed.

This position will require field work and travel across the state of New York. This is a part time position (approximately 14- 21 hours per week) and will pay an hourly rate.

II. Key Performance Indicators:

- Strengthen existing relationships and take initiative to identify and build new relationships with healthcare and social service organizations through phone calls, emails, direct mail, site visits, community events and in-service presentations.
- Promote understanding of adoption and birth parent services provided by Spence-Chapin by connecting individually with appropriate professionals and conducting educational presentations (virtual and in person) to staff at hospitals, women's health centers and other social service providers.
- Research potential leads and trends to assist with the goals of obtaining in-person meetings and presentation opportunities with professionals interacting with women and couples considering their options during pregnancy.
- Participate in conferences and networking events related to women's issues and/or maternal health.
- Provide options counselling to pregnant and postpartum women considering adoption for their newborns and young children.
- Provide counselling and adoption planning services to clients in Spence-Chapin satellite office locations, at hospitals, and at client's homes, as needed.
- Determine client's needs for services and make referrals to resources outside of the agency.
- Educate clients about their options for their infant or child, including adoption. Guide clients in adoption planning including making a hospital plan, selecting and meeting with adoptive families, determining terms of an open adoption agreement, and relinquishing their parental rights.
- Perform any other department or agency-related duties or special projects as directed by supervisor.

Education & Experience:

- BSW required, MSW preferred.
- Experience in community outreach, marketing and/or customer service preferred.

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Key Competencies:

- Strong public speaking, presentation skills, networking skills required.
- Strong written and verbal skills, as well as strong telephone etiquette.
- Knowledge of hospital and healthcare systems preferred.
- Familiarity with maternal healthcare, adoption and/or related area a plus.
- Must be open and flexible to demands of on-call schedule and field work including some weekends and evenings.
- Strong analytical skills; critical thinking and problem solving.
- Ability to work both collaboratively and independently.
- Bilingual a plus: Proficiency in Spanish, French, Haitian Creole, Bengali, Polish, Korean, or Arabic a plus.

Technical Skills:

- MS Suite—Proficiency in Excel, Word, and Outlook required.
- Knowledge of social media platforms preferred.
- Valid driver's license and use of personal car required.

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