

JOB DESCRIPTION



Title: Social Worker, Pre & Post Adoption Services (part time)

Reports to: Senior Manager, Pre & Post Adoption Services

Department: Pre & Post Adoption Services

I. Primary Purpose

The Social Worker of the Pre and Post Adoption Services (PPS) department holds responsibilities primarily in Adoption Services. This role requires the application of both clinical as well as administrative skills.

The ideal candidate has experience in child development and family systems and completing home study assessments. The ideal candidate is someone who can communicate assertively but compassionately; talk to, engage, and educate a diverse population of pre-adoptive parents; and who absorbs information quickly and thoroughly.

The individual must be comfortable visiting families in their homes, driving and using mass transit within the tri-state area, and have flexibility when scheduling weekend and evening appointments. This is a part time position (approximately 14- 21 hours per week) and will pay an hourly rate of \$30/hour.

II. Key Performance Indicators

- Conduct domestic and international home study assessments and write home study reports for families pursuing adoption in accordance with agency, state and inter-country guidelines. This requires the application of clinical skills and judgment.
- Conduct post-placement/post-adoption visits and reporting. Ability to identify normative vs. atypical post-placement adjustment of child and family, and ability to teach families tools to promote optimal child development and attachment.
- Document all client communication in client database.
- Perform any other department or agency-related duties or special projects as directed by supervisor, including but not limited to trainings, resource development, presentations/workshops and support group facilitation.

III. Education & Experience

- Master's degree in Social Work, with licensing in New York (LMSW, LCSW)
- 1-3 years' relevant experience preferred (adoption, child welfare, family systems)
- Spanish speaking strongly preferred
- Evening and weekend hours may be required, including travel and home visits

IV. Technical Skills

- MS Office –Proficiency in Word, Excel, Outlook and Adobe
- Knowledge of completing case notes in a database environment

V. Key Competencies

- Strong clinical assessment skills
- Strong time management skills, including robust organization, and ability to meet deadlines
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work

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

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.