

JOB DESCRIPTION



Title: Coordinator, Birth Parent Services
Reports to: Associate Director, Birth Parent Services
Department: Domestic Adoption

I. Primary Purpose

Spence-Chapin is seeking a dedicated social worker to provide counseling and support to biological parents who are considering a voluntary adoption plan for their child. Responsibilities include conducting individual counseling, writing psychosocial histories, visiting clients in hospital and community, discharging babies from hospitals, facilitating selection of and meeting with adoptive parents, assisting in placement and/or return of infants, and referring clients to community support services. Normal course of the role includes educating professionals about options counseling and adoption. This is an in-person position with an annual salary range of \$50,000-\$60,000 commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

II. Key Performance Indicators

Counseling and Case Management:

- Provide direct client services/social services that require the use of clinical skills and judgement
- Provide "options counseling" to pregnant and postpartum women considering adoption for their newborns and young children
- Visit clients in the hospital and at home as needed
- Represent the agency at hospitals, discharge babies from hospitals to the agency's interim care program
- Determine client's need for services and make referrals to resources outside of the agency
- Gather bio-psycho-social background information, formulate assessments, and write histories
- Educate clients on best practices in adoption. Guide clients in planning, including making a hospital plan, matching with adoptive families, reviewing legal documents, and securing an optimal post surrender contact plan
- Participate in adoptive placement and reuniting infants with their biological families

- Provide short-term, supportive and bereavement counseling to clients who have placed a child
- Actively participate in weekly supervision with direct supervisor
- Perform any other department or agency-related duties or special projects as directed by supervisor
- Participate in organization-wide events

III. **Education & Experience**

- MSW from an accredited school of social work
- A minimum of two years MSW experience
- NYS license to practice social work
- Must have a valid driver's license and clean driving record
- Experience in adoption and/or pregnancy counseling preferred; must have at least one-year counseling

IV. **Technical Skills**

- MS Office –Proficiency in Word, Excel and PowerPoint
- Experience with database platforms and entering case notes

V. **Key Competencies**

- Must be open and flexible to demands of on-call schedule and field work including weekends and some evenings
- Demonstrated clinical and supervisory experience
- Strong oral and written communication, presentation, and interpersonal skills
- Strong organizational skills with ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow through and attention to detail
- Strong analytical skills; critical thinking and problem solving
- Experience working with domestic violence mental illness, homelessness, foster care, and substance abuse a plus
- Spanish or Mandarin speaking a plus

To apply: Please send cover letter with salary requirement and resume to recruiting@spence-chapin.org

This description is not intended to detail every aspect of your job/duties 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.