
JOB DESCRIPTION

Title: Coordinator, Birth Parent & Interim Care Services

Reports to: Senior Director, Domestic Adoption Programs

Department: Adoption

I. OVERVIEW

Spence-Chapin is seeking an outstanding Coordinator of Birth Parent and Interim Care Services. This individual will work with the Domestic Adoption Programs Team including direct work with birth parents in the options counseling, permanency planning and adoption process, individual counseling, writing psychosocial histories, visiting clients in hospital and community, discharging babies from hospital, facilitating selection of and meetings with adoptive parents, assisting in placement and/or return of infants, referral to community support services. The ideal candidate will also work with Interim Care Volunteers providing case management, direct services and coordinate care for infants in interim care. This is a full-time, hybrid (3-4 days/week working in the office) position with an annual salary range is \$55,000-\$60,000 commensurate with experience.

Spence-Chapin is a non-profit based in New York City providing adoption services and support for over 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; Expectant and 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 & SKILLS

Birth & Expectant Parent Services

- Provide "options counselling" 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 hospital and 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
- Write case notes in client database and maintain up-to-date case records
- Educate clients on best practices in adoption. Guide clients in planning, including making hospital plan, matching with adoptive families, reviewing legal documents and securing an optimal post surrender contact plan
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- Participate in placement and return of infants
- Participate in answering birth parent inquiry calls to agency's 24-hour, toll free birth parent telephone line
- Actively participate in weekly supervision with direct Supervisor

Interim Care Program

- Recruit, train, onboard and supervise Interim Care Volunteers in all aspects of their care of infants
- Manage all paperwork/documents required for Interim Care Program
- Provide case management for child and volunteer cases in the Interim Care Program
- Provide direct client/social services that require the use of clinical skills and judgment
- Manage schedules of Interim Care Providers
- Conduct annual home study assessments for Interim Care Volunteer families
- Provide support to Interim Care Volunteers while they have a baby in their care, and conduct regular check-ins with care givers between placements
- Coordinate quarterly trainings and Volunteer Appreciation Luncheon
- Perform any other department or agency-related duties or special projects as directed by supervisor

III. EDUCATION & EXPERIENCE

- Master's Degree from an accredited school of Social Work
- NYS license to practice social work (or ability to obtain license within one year)
- Minimum 3 years' strong case management required
- Demonstrated clinical and supervisory experience
- Experience in adoption and/or pregnancy counseling preferred
- Must be open and flexible; on-call schedule and field work
- Must drive and/or have car and clean driving record
- Experience working with domestic violence, mental illness, homelessness, foster care, and substance abuse a plus
- Knowledge and understanding of child welfare, foster care and adoption a plus
- Spanish speaking a plus

IV. TECHNICAL SKILLS

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

V. KEY COMPETENCIES

- Strong time management skills, including robust organization, and ability to prioritize and meet tight deadlines
- Strong execution skills, thorough follow-through; ability to multi-task and thorough attention to detail
- Excellent oral and written communication skills
- Ability to work collaboratively as well as independently
- Ability to work independently at satellite office locations
- Strong problem-solving skills
- Spanish speaking preferred

To apply: Please submit a resume and cover letter that highlights the ways in which your experience is relevant and will contribute to this position to: recruiting@spence-chapin.org. Please put the job title and your name in the subject line of the email.

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.