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## JOB DESCRIPTION

**Title:** Home Study Worker, International Programs

**Reports to:** Director, International Programs

**Department:** International Programs

### I. **Primary Purpose**

The Home Study Worker is responsible for assessment and training for pre and post adoption families completing international adoptions. This individual will carry a caseload of clients, guide families through the adoption process, provide pre and post adoption support including conducting home study assessments, facilitating group and individual training sessions, and post-placement/post-adoption services and reporting. The Home Study Worker may conduct educative and outreach webinars regarding Spence-Chapin's programs. The ideal candidate will prepare international home study drafts to ensure compliance with Spence-Chapin guidelines, state regulations and requirements of Hage/IAAAA/UAA. The Home Study Worker communicates directly with families at various points in the process. This is a position that requires experience in child welfare and the ability to use clinical judgment in casework. The Home Study Worker 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. This is a full-time position with an annual salary range of \$60,000-\$71,000 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. Spence-Chapin is newly licensed in Arizona. 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**

- Conduct home study assessments and write home study reports for families pursuing adoption. 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 communications in client database
- Facilitate programming, workshops, trainings, and presentations on adoption and child development
- Respond to prospective client inquiries with appropriate education on the programs and disclosures per regulation
- Maintain high quality service delivery to adoptive parents and adopted children
- Assist with educational and outreach efforts to potential adoptive parents
- Travel as needed within the Greater New York City region, including New Jersey
- Perform any other department or agency-related duties or special projects as directed by supervisor, including but not limited to, conference attendance, presentations, workshops, support group, facilitation, and trainings

### III. **Education & Experience**

- Master's degree in Social Work with requirement to obtain licensing in New York and New Jersey (LMSW, LSW, LCSW) within 90 days of hire or in a related field such as LMHC
- Knowledge of home study, parent preparation, post-placement/post-adoption reporting, and the impact of trauma on child development
- Evening and weekend hours may be required.

### IV. **Technical Skills**

- Competency of MS Office – Proficiency in Word, Excel, PowerPoint and Outlook
- Ability to run reports in a database environment and analyze data

### V. **Key Competencies**

- Clinical assessment skills
- Strong management skills, including robust organization, and ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow through, and attention to detail
- Excellent oral and written communication skills
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work

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