



YOUR JOURNEY. OUR PURPOSE.

Title: Manager, Birth Parent Services

Reports to: Director, Domestic Adoption Programs

Department: Domestic Adoption

I. Primary Purpose

The Manager, Birth Parent Services responsibilities include working 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 Manager will conduct outreach, education, training at hospitals and agencies that serve expectant parents. Work closely with Program Director to implement department goals. This is an in-person position with annual salary range of \$62,000-\$75,000 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

- Provide “options counseling” to pregnant and postpartum woman 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 plans, matching with adoptive families, reviewing legal documents and securing an optimal post surrender contact plan
- Provide therapeutic counseling to individuals and families
- Participate in placement and return of infants

- Provide short term supportive counseling to clients who have placed a child
- Participate in answering birth parent inquiry calls to agency's, toll free birth parent telephone line
- Actively participate in weekly supervision with direct Supervisor
- Perform any other department or agency-related duties or special projects as directed by supervisor
- Provide birth parent outreach, education and training to professionals at local hospitals, clinics and social services

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 counselling preferred; must have at least one-year counselling
- Spanish speaking a plus

IV. Technical Skills

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

V. Key Competencies

- Strong organizational skills, and ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow through, and attention to detail
- Excellent oral and written communication and presentation skills
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work
- Ability to work independently at satellite office locations

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.