



Job Title: Adoption Services Intern

Department: Adoption

SUMMARY:

The Adoption Intern is responsible for assisting families and AGCI adoption staff with paperwork at all phases of adoption including but not limited to contract, home study, dossier, referral and post adoption. The Adoption Intern completes various special projects and provides administrative support to the Adoption Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works collaboratively with AGCI staff to ensure holistic team services are provided and families are supported throughout adoption process.
- Serves as assistant to Vice President of Adoption in scheduling & preparing for meetings, providing notes, and assisting with emails when requested.
- Acts as liaison of adoption communication with other departments within organization to ensure project facilitation.
- Coordinates communication systems for Adoption Department, including but not limited to, SAM, DPO, shared calendars, and ensures accuracy of SAM data entry.
- Ensures accurate data entry for all waiting children in SAM, and coordinates schedule and information for waiting children advocacy.
- Assists local AGCI families with paperwork for home study.
- Ensures accurate home study parameters and expiration dates maintained in SAM.
- Ensures current information on adoptive families is maintained in Donor Perfect software.
- Maintains accurate hard copy and electronic files for adoptive families.
- Communicates frequently with AGCI Adoption Staff regarding status of adoptive families during any paperwork phase.
- Provides administrative help to Adoption Staff with all paperwork, including post adoption report processing.
- Assists with maintaining current program information and documents on media such as client portal and website.
- Assists in initiating, and maintaining cooperating agency agreements as requested. Includes written and electronic files. Ensures cooperating agency agreement and related documents are current and valid.

- Maintains accurate list of cooperating agencies.
- Reviews and maintains documents as necessary to ensure current and updated including but not limited to orientation packets, travel packets, etc in both hard copy and electronic formats.
- Completes special projects as assigned.
- Opportunity to participate in an International Mission Trip.
- Participates in the Vision & Call internship program's overview process including observation, training, individual reading and research, special projects, written reports, and direct work experience. The six-stage overview process will include contact time with senior staff and projects associated with each stage:
 - 1) Initial Inquiry;
 - 2) Pre-Adoptive Study and Parent Education;
 - 3) International and Domestic Adoption Process;
 - 4) Post-Adoption Reporting and Support;
 - 5) International Adoption Law and Finance;
 - 6) Orphan Care, Missions and Resource Development.
- Participates in individual and group mentoring and training including regular management and clinical support meetings, vocational conversations, internship trainings, and transition interviews.
- Displays excellent communication skills including in-person customer service, documentation, detail-orientation, and sensitivity with confidential documents and information; displays exceptional ability to communicate effectively and remain calm and courteous under pressure.
- Ensures an exceptional experience through unwaveringly high levels of customer service with both internal and external audiences by being honest, warm, responsive, and thorough at all times.
- Successfully completes fifteen (15) continuing education hours each year as required by Hague (or more as required by employee's professional license).
- Other duties, as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree required – Bachelor's in Social Service from four-year college or university preferred

To apply, email your resume and a brief description of why you believe you would be a good fit for this position. Please no calls about this position.

Human Resources

info@allgodschildren.org

www.allgodschildren.org

***** Position requires the successful completion of an extensive criminal background check.***