



Job Title: Part Time Social Worker
Department: Adoption
Reports To: Vice President of Adoption

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

SUMMARY

The Part Time Social Worker is responsible for completing social service assessments and reports including but not limited to home studies, post placement and post adoption reports. The Social Worker is responsible for educating and supporting families about adoption.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represents self in a manner consistent with the mission, policies and procedures of AGCI.
- Conducts and completes home studies, updates, and addendums and post placement and post adoption reports as assigned by the Vice President of Adoption & Director of Social Services.
- Completes AGCI home studies, updates, addendums and post adoption reports in compliance with home state, Hague, USCIS and AGCI standards
- Ensures all social service visits and reports, including but not limited to home studies, home study addendums/updates and post placement and post adoption reports are completed in a timely manner.
- Educates families on topics such as attachment and bonding, child health issues, grief and loss, discipline, multi-cultural adoption, country-specific issues, and other risk factors associated with adoption at all phases in adoption process.
- Provides support services on topics such as attachment and bonding, child health issues, grief and loss, discipline, multi-cultural adoption, country specific issues and other risk factors associated with adoption.
- Provides crisis intervention and ongoing support and resource linkage for families seeking disruption/dissolution, when needed, in consultation with Vice President of Adoption as necessary.
- Respectfully takes direction from the Vice President of Adoption and seeks consultation when appropriate.
- 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...

- Works collaboratively in a team environment with a spirit of cooperation and remains open to all levels of work and support for the organization.
- 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

Master's degree in Social Work or related field; one or more years related experience in Child Welfare, including Adoption Services. Experience writing home studies. Advanced training in adoption-related topics preferred.