



## Job Description

**Job Title:** Part-time Social Worker

**Department:** Adoption

**Reports To:** Vice President of Clinical and Family Services

**FLSA Status:** Exempt

**Location:** SW Washington & NW Oregon

**Prepared Date:** October 17, 2015

**Approved Date:** 11/28/2017

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

### SUMMARY

The 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 Clinical and Family 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 Clinical and Family Services as necessary.
- Respectfully takes direction from the Vice President of Clinical and Family Services 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.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **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**

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

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as business correspondence, reports, inquiries, and sensitive medical and financial documents. Ability to write error-free correspondence and reports. Responds to questions from families, using sensitivity and tact. May participate in training sessions lead by AGCI employees.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar and other graphing visuals.

**COMPUTER SKILLS**

Job requires basic computer skills including logging on to systems, word processing, spreadsheet, report writing, use of internet and communication by e-mail.

**REASONING ABILITY**

Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling issues of varying complexity and sensitivity. Can apply common sense understanding to carry out instructions furnished in written or verbal form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain any relevant state license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within office building, use hands and fingers to keyboard or dial, reach with hands and arms, and talk or hear. The employee must infrequently lift and/or move up to 75 pounds, as it relates to accessing/storage of off-site files. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus, especially with frequent computer use.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<p><b>Employer Representative:</b> _____</p> <p><b>Employee:</b> _____</p> <p><b>Revision Date:</b> _____</p>
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