



4. To provide counseling to help birthparents deal with the emotional sequelae of a decision to place their child.
5. To provide services after the birth of the child to the birthparents for as long as they express a need or desire for services.
6. To participate in and aid the birthparents' participation in the legal procedures necessary to free an infant for adoption.
7. To gather necessary information from the birthparents regarding family background and medical history.

C. To recruit, approve, and prepare adoptive families:

1. To provide information to families who inquire about the adoption program.
2. To initiate and complete adoption home studies.
3. Recruit adoptive homes for babies, particularly for special needs children such as minority or biracial babies.
4. To work with other agencies to locate resources for children for whom the agency has no resources of its own.
5. To provide information regarding adoption and parenting to approved families.
6. To aid adoptive families in the post-placement legal process.
7. To provide post-placement supervision and court reports.
8. To provide aid and counseling to the adoptive family as needed.
9. To provide adoption reunification services to adult adoptees.

D. To recruit, approve and supervise foster homes:

1. To recruit foster homes for infants and/or birth mothers, particularly homes for minority and special needs children.
2. To conduct foster home studies in accordance with minimum standards established by the State Department of Human Resources.
3. To re-evaluate foster homes annually to insure continuing compliance with licensing requirements.
4. To supervise foster homes with a child in placement on a biweekly basis to insure the well being of the child and of the foster family; to assist the foster family in arranging for all necessary services for the child; to keep the foster family involved in the status of the permanent plan of the child.

E. To supervise children in foster placement:

1. To develop and implement a permanent plan for the child as expeditiously as possible.
2. To arrange for necessary services for the child
3. To arrange placement of children with the foster and adoptive families.
4. To assure that all necessary background or medical information is available.
5. To assure that legal requirements for adoption are met.
6. To provide necessary forms/information to the court and to the state Department of Human Resources, and to complete Interstate Compact requirements on children being placed out of state.

F. To provide community outreach:

1. To maintain relationships with parishes.
2. To participate in programs which inform the community of the organization's services.
3. To participate in programs which address areas of concern to the organization's clients.
4. To be available to provide crisis intervention services in cases of community and parish trauma.

G. To participate in the organization's administrative functions:

1. To participate in staff meetings.
2. To have input in development of the organization's services.
3. To maintain positive working relationships with other staff/supervisory personnel.

### **SUPERVISION**

**SUPERVISED BY:** Director, Catholic Family Services

**SUPERVISES:**

**LEADS/GUIDES:**

### **JOB SPECIFICATIONS**

**EDUCATION:**

- Required: Master's degree in Social Work, or related field, from an accredited university.
- Desired:

**EXPERIENCE:**

- Required: 1 – 2 years (in counseling and/or child welfare) post-graduate.
- Desired:

**LICENSES, CERTIFICATIONS AND/OR REGISTRATIONS:**

Licensed by appropriate licensing board. Alabama driver's license.

**EQUIPMENT/TOOL/WORK-AIDS:**

Computer, copier, facsimile and general office equipment; DSM-IV

**SPECIALIZED KNOWLEDGE & SKILLS:** Knowledge of human development and behavior from a psychosocial perspective; knowledge of therapy methods; knowledge of DSM-IV diagnostic manual; knowledge of child welfare/adoption laws and procedures; knowledge of community resources. Must be able to communicate effectively and establish mutually respectful relationships with people of varying dispositions, perspectives, and backgrounds. Must have an ability to set limits and maintain helping role and intervene when appropriate to meet the needs of the clients.

**PERSONAL TRAITS, QUALITIES & APTITUDES:** Must have an ability to establish rapport with clients and a conviction that people have the capacity to grow and change behavior. Must be flexible and creative in developing effective therapeutic interventions. Must be knowledgeable of and accepting of NASW Code of Ethics or the American Counseling Association Code of Ethics. Must be able to build positive working relationships with foster parents, other service providers and team members to accomplish the goals of the organization. Must be able to recognize and accept when a client's best interest entails referral to another service provider. Must have a commitment to a pro-life standard. Must have a commitment to the dignity and worth of all individuals.

**WORKING CONDITIONS:** Inside environment. Some work out of the office in client/foster parent homes, medical settings, other.

**PHYSICAL DEMANDS/TRAITS:** Must be able to communicate verbally and in writing, must be able to understand communication verbally and in writing. Must be able to lift or carry up to thirty pounds.

Reviewed/Revised by:

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Date \_\_\_\_\_

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Date \_\_\_\_\_