



Adoptive Placement Caseworker of Record

Managerial/Professional Division

ACCOUNTABILITIES:

To provide adoption support services to children and families for adoptive placements. To ensure that personal casework practice is reflective of critical Agency philosophies and responsibilities concerning, but not limited to, confidentiality, professionalism, cultural competency, family-centered, neighborhood-based (FCNB) services, child safety, social work ethics, family integrity, and timely permanency for children.

ESSENTIAL DUTIES:

Identifies and assists other caseworkers in identifying the most appropriate adoptive matches for children. Participates in foster/adoptive recruitment efforts including community outreach initiatives, media presentations, development of informational materials and new recruitment methods, recruitment events, etc. Assists in the identification, development, and maintenance of quality foster/adoptive homes. Participates in foster and adoptive family training (pre-service, on-going and individualized training.)

Employs interpersonal skills and behaviors that are appropriate for the helping professions. Uses engagement skills effective for working with adoptive parents and children/teens. Intervenes in appropriate ways to de-escalate difficult situations. Utilizes an understanding of culture and its function in human behavior and society to provide services that are sensitive and responsive to cultural differences. Communicates clearly—verbally and in writing—and displays good active listening and interviewing skills. Develops cooperative working relationships with families, respite caregivers, other professionals, co-workers, and other Agency staff.

Uses a variety of computerized and other information/communication systems: SACWIS and/or LCCS client records, case notes/activity logs, case plans, correspondence, payroll/timesheet records, mileage reports, telephone, email, intranet, internet, electronic calendaring/itineraries, etc. Keeps records in accordance with Agency and federal/state mandates. Ensures that case notes/activity logs contain essential information and are timely entered. Ensures the confidentiality of client/case information.

Drives extensively to/from adoptive homes, Agency and other facilities related to maintaining appropriate and adequate services to families. Transports children and family members when necessary and appropriate to hearings, meetings, appointments, etc.

Completes prescribed training hours annually. Attends unit, departmental and Agency staff meetings. Participates in Agency committees, meetings, discussions, and initiatives regarding improved outcome achievement by the Agency in the areas of safety, permanency, and well-being of children. May participate in other Agency/community committees, initiatives, or activities, and may assist in community education through Speaker's Bureau.

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned by supervisor, including the completion of home studies and other support to departmental casework staff.

ESSENTIAL BEHAVIORS:

Ability to support families with sensitivity and empathy. Ability to engage and develop positive relationships with others. Ability to manage time through prioritization of tasks/responsibilities and organizational skills.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major in Social Work or related field required. LSW preferred. Must be a Certified Adoption Assessor or have the ability to complete required Adoption Assessor Training within nine (9) months. Demonstrated ability to facilitate support groups required. Ability to work a flexible schedule, including evening and weekend work required. Valid driver's license, automobile insurance and reliable automobile required. Personal cell phone for work use required. Personal computer skills required. Ability to work effectively in cross cultural situations required.