

## **SOCIAL WORK PROGRAM ASSISTANT/POST ADOPTION COORDINATOR**

Ministry Division: New Life Family Services (NLFS)

Supervised by: Adoption Unit Supervisor (with input from Director of Social Services)

### **DUTIES AND RESPONSIBILITIES:**

#### **ADOPTION ADMINISTRATION:**

Answer phone inquiries about adoption/post adoption criteria and policies; send out appropriate agency information and letters. Assist the Adoption Unit Supervisor in coordinating home study requests and applications. Maintain contact with families in the application stage. Help plan, advertise, and set up information meetings, seminars, and events. Complete necessary forms and letters to courts, Minnesota Department of Human Services, and attorneys for finalization of the adoption. Provide notary public services. Prepare Voluntary Consent Signing Documents for each birth parent signing as approved by the Director of Social Services. Submit birth certificate and Father's Adoption Registry requests. Record and distribute Unit Meeting Minutes monthly. Maintain interoffice resource library for clients and social work units. Assist Director of Social Services and Adoption Unit Supervisor with other administrative tasks as assigned.

#### **PREGNANCY SUPPORT ADMINISTRATION:**

Create decision-making packets and baby files for the Pregnancy Support Unit. Update PSU forms and Manual. Help plan and coordinate the annual Birth Mother Dinner. Work in conjunction with PSU supervisor and Director of Marketing to coordinate client testimonies for NL needed events and publications (banquet/ongoing speaking at schools/ct. photo shoot etc.)

#### **RECORD MAINTENANCE AND STATISTICAL REPORTS:**

Update adoption forms, adoption and post adoption manuals, and filing system. Organize waiting list and applications as they are accepted. Track families through the process (profile roster and case load list). Open new adoption cases/files; send references, medical requests, and background checks when applications are received. Process background checks for adoptive families for both initial home studies and updates. Do monthly statistical reports for adoption department. Coordinate billings with accounting staff.

#### **POST ADOPTION CASEWORK:**

Answer inquiries of interest in post adoption services. Review post adoption applications with the assistance of the Adoption Unit Supervisor. Maintain adoption database on agency network (contact information, statistics, and other pertinent data). Answer requests from staff for data, statistics, potential speakers, potential panel members, potential photo candidates for promotional material, etc. Carry Post Adoption case load including drawing up post adoption case contracts upon application/payment, answering standard inquiry calls regarding referrals or address updates, arranging meetings for semi-open adoption clients and forwarding correspondence, researching and reporting significant or full reports from files, facilitating openness consultations with one or more parties, facilitating search and reunion process, providing initial telephone consultation/counseling with post adoption clients, and filing own cases. Maintain current knowledge of Post Adoption issues at the state level and state and agency standards regarding post adoption and communicate to social work staff as needed.

#### **EDUCATION/SPECIAL EVENTS:**

Coordinate/facilitate yearly Birth Mother Dinner with Pregnancy Support Unit (PSU) Supervisor. Organize and facilitate post adoption seminar once a year for adoptive families, birth parents, and adopted individuals. Write two Post Adoption newsletters each year, one for birth mothers and one for adoptive families with assistance from Director of Marketing and Adoption Unit Supervisor. Work with staff to give referrals for speaking, panels, photos, etc.

**ADOPTION EDUCATION:**

Attend and present at informational meetings for prospective adoptive families as requested by supervisor. Attend and present at educational seminars including openness seminars as requested by supervisor.

**SELF-DEVELOPMENT:**

Attend professional workshops, trainings and seminars, etc. with prior approval from supervisor. Continuing education on adoption, openness in adoption and post adoption issues (read books assigned by supervisor).

**OTHER RESPONSIBILITIES:**

Complete additional office duties as assigned by supervisor and/or Client Services Coordinator. Participate in annual fundraising events including the Laugh for Life, Walk for Life and Banquet.

**PROMOTE AGENCY:**

Promote a positive agency image to outside agencies, churches, etc. Inform other agencies of NLFS goals and services. Participate in agency resource development events. Attend post adoption interagency meetings quarterly. May be asked to speak periodically in churches and/or at community events on behalf of the agency.

**POSITION REQUIREMENTS:**

Bachelor's Degree in child welfare related field or psychology field preferred. Strong organizational and computer skills. Phone counseling experience preferred.

**VALUES/SKILLS:**

Exhibit strong commitment and dedication to the sanctity of all human life. Exhibit strong commitment and dedication to sexual purity. Agree with and be willing to uphold Transform Minnesota's Statement of Faith and policies. Be able to express a clear understanding of the inner workings of a pregnancy care center. Demonstrate strong interpersonal and administrative skills. Exhibit strong organizational skills and the ability to manage multiple responsibilities at once. Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.