

Olive Crest
POSITION DESCRIPTION

POSITION: ADOPTION SOCIAL WORKER

DIVISION: ADOPTION

REPORTS TO: ADOPTION SUPERVISOR

CLASSIFICATION: EXEMPT

SUMMARY OF WORK PERFORMED: The Social Worker works independently with adequate supervision to provide a range of services offered by Olive Crest. The Social Worker must be able to provide adoption related counseling, individual counseling to parents and children, family therapy, group leadership, educational group leadership, foster/adoptive family assessment, placement and post-placement supervision. In addition, the Social Worker must be able to do some public speaking, community education, community resource development, and represent Olive Crest as appropriate in community and other contacts.

JOB RESPONSIBILITIES

1. Clinical Responsibilities

Goal: To provide quality clinical services to Olive Crest families and children and to assure compliance with State regulations under Title 22.

Elements:

- a. Adoption Services:**
Conduct home studies, group counseling and education regarding adoption. Assist in matching and placing children with families; facilitate relationships with birth families. Perform post-placement services including providing referrals, family counseling (regarding adoption issues) and assessment of placement progress.
- b. Services to Children in Group Home or Foster Care:**
Assist child's Case Manager and Adoption Program Director in evaluating the appropriateness of placement in an adoptive family, and in gathering pertinent information of children in an Olive Crest foster home or group home. Maintain liaison with other interested parties and community resources involved with the child and treatment plan. Develop an after-care plan as appropriate

Complete caretaker adoption home studies referred by surrounding counties as assigned by the Adoption Program Director

- d. Other Counseling:**
Counseling as appropriate to individuals, couples or families, especially as related to adoption issues, but as appropriate by referral.

2. Case Management Goal:

Goal: To insure that clear records are kept and documentation is complete on all case records, in conformance with Title 22 requirements.

Elements:

- a.** Responsible for maintaining complete (per state regs.) and clear records, including documentation of case action, clinical assessments, correspondence and reporting to courts and other social agencies.
- b.** Maintain confidentiality of all client records.
- c.** Facilitate signing of placement paperwork.
- d.** Insure a timely finalization process, which includes the post-placement supervision and submission of the finalization packet to court.

- e. Insure collection and timely submission of required paperwork to Adoptions Branch in Sacramento and subsequent collection of PAARP.

3. Education and Training:

Goal: To participate in the development of appropriate training material for the purpose of providing initial and ongoing education and training to staff and clients.

- Elements:**
- a. Assessment and development of training materials pertinent to adoption and foster care for preparation of new foster/adoptive families.
 - b. Development of ongoing training materials and programs for adoptive and foster families, as part of a staff team.
 - c. Leadership and participation in training groups, ongoing support groups and special topic groups for Olive Crest’s clients.

4. Public Relations:

Goal: To represent Olive Crest in the community and build good community relationships with other agencies and individuals.

- Elements:**
- a. Represent Olive Crest at meetings, committees and exchanges as assigned by the Adoption Program Director, Executive Director, or Regional Director.
 - b. Work cooperatively with other agencies on approved topics as a representative of Olive Crest.
 - c. Appear as a speaker and discussion leader for community groups, volunteer groups, schools, auxiliary chapter, and other organizations as directed by the Adoption Program Director, Executive Director, or Regional Director.

EDUCATION AND EXPERIENCE

1. Master’s Degree in Social Work, plus a minimum of 1 year experience in adoptions, counseling and/or child welfare services.
2. Computer literacy.
3. Experience in group leadership in both informational and therapeutic groups.
4. Good writing skills and experience in writing reports and clinical evaluations.
5. Willingness to work flexible hours and be “on call” to Olive Crest.
6. The ability and means to travel to the homes of clients and to meetings within Olive Crest’s service area.

This job description is not intended to be all inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Olive Crest may be terminated at will by the employee or Olive Crest at any time with or without cause and with or without notice.

DATE

EMPLOYEE SIGNATURE

EMPLOYEE PRINTED NAME