

Full-time adoption social work position in a cheerful, busy branch office of a statewide, full-service adoption agency. The ideal candidate will be a positive self-starter who loves interacting with people and manages time and paperwork well.

This case management position includes assessment and education of prospective adoptive families for domestic and international adoption; coordinating with county case workers to match waiting children with approved families; assisting birth parents with adoption planning; writing reports and chron notes; driving to county offices and family homes; and locating and securing resources to support international, fos-adopt, and relinquishment placements. The position involves only a small amount of direct contact with children, and does not require clinical therapy skills.

**NON-NEGOTIABLE JOB REQUIREMENTS:**

- Master's degree in Social Work
- Basic computer skills; proficiency with Word and email
- A valid driver's license, reliable vehicle and full-coverage auto insurance
- The physical ability to lift twenty-five pounds, to drive for several hours at a time, to sit at a desk for several hours at a time; and to type and read on a computer and in paper files.
- Available full-time M-F, and occasionally for evening, weekend, and overtime hours.

Salary and benefits are commensurate with the private non-profit social work sector. Applicants who are fluently bilingual in written and spoken Spanish may be eligible for a pay differential. Qualified applicants may respond with a pdf resume to this address. **NOTE: Only applicants with MSW degrees will be considered; please do NOT respond to this ad unless you have an MSW degree.**