



**BIRTH PARENT & ADOPTION SOCIAL WORKER- HOLT SUNNY RIDGE
US PROGRAMS DEPARTMENT
#1019**

DEPARTMENT SUMMARY:

US Programs focuses on providing high quality, essential services that help put—and keep, children into safe and secure homes. Growing adoption services and family strengthening programs from an established portfolio, US Programs directly contributes to strategic initiatives 1.0 Serving More Children and Families, 1.4 Assess and develop a U.S. domestic child welfare service agenda, 2.2 Constantly learn & evolve to always be the gold standard for quality adoption services and support & 2.4 Lifetime support for adoptees and families.

The department provides services to over 3,000 children and adults annually with a variety of family strengthening and pre- and post-adoption services. Managed by Eugene and branch office staff, these programs and services are carried out in close cooperation with Holt's regional and country programs, partner agencies, child welfare service providers, government child welfare agencies, local and regional officials, funding agencies, and others. The program continuously evaluates opportunities to expand or deepen program services, while maintaining high standards of quality and transparency for child welfare impact.

Holt's Branch offices have a regional focus and provide services to children and families within a specified geographic area. A team of social workers located throughout the service area is led and supported by a centrally located Branch Director and administrative support staff that work in tandem with Holt's headquarters office in Eugene, Oregon.

POSITION SUMMARY: Holt International finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. The Branch Birth Parent Social Worker provides options counseling to pregnant women who are considering an adoption plan. The Branch Birth Parent Social Worker is responsible for providing supportive services to birth mothers during pregnancy, labor and after birth. Search and reunion services are also provided to former Holt-Sunny Ridge and Sunny Ridge Family Center's clients. The Branch Birth Parent Social Worker also ensures successful adoptive placement of children with families within branch states by conducting assessment of adoptive families, providing appropriate direct services to families

throughout the adoption process, and performing tasks that support the provision of high quality adoption services to families and children.

ESSENTIAL JOB FUNCTIONS:

- 1. Provides intake services to birth parents by-** participating in the **rotation** of the on-call phone, which operates seven days a week, 24 hours a day and on holidays. Responding appropriately to calls by assessing level of services needed and/or referral for additional resources. Assess and refer to EWSF program when deemed appropriate.
- 2. Provides supportive services to birth parents by-**Assessing and identifying current needs such as emotional and financial stability, use of community support systems and medical needs. Provide options and grief counseling and link to appropriate resources.
- 3. Facilitates match meetings-**Assesses birth parent needs/wishes, conducts meeting with birth and adoptive parents, and develops action plans.
- 4. Coordinates hospital, discharge and placement plan by-**Determining needs of birth mother during hospital stay, sharing plan with hospital social worker and nursing staff, determining discharge plan with hospital social worker which honors birth mother's wishes and executing placement plan. If direct placement cannot occur with adoptive parents, social worker will coordinate temporary care home for infant.
- 5. Ensures legal adoption process is followed by-**Assessing current status of legal or putative father and completes legal search as required by state law. Completes surrenders of birth parent(s) in compliance with state law.
- 6. Provides search and reunion services by-** reviewing file documentation, determining service needs, facilitating contact and delivering services as needed.
- 7. Recruits adoptive families and community partners which contributes to public knowledge about Holt-Sunny Ridge's services by-**conducting informational meetings, holding pre-adoption seminars, developing community partnerships and performing other outreach activities as appropriate (hospital and clinic presentations).
- 8. Determine a family's ability and capacity to parent an adopted child by -** reviewing and assessing agency-requested information, evaluating the family's knowledge of perceptions of adoption, cultural awareness and conducting a psychosocial assessment of family members.
- 9. Produces an adoption study in compliance with country, state agency and USCIS requirements.**
- 10. Provides supportive services to family by -** maintaining contact throughout process, working cooperatively with Eugene office, communicating information to family, and referring to appropriate community support systems when appropriate.

- 11. Assure child and family adjustment after placement by** - early identification of problematic issues, conducting home visits as required by law, agency policy and family's need and providing counseling and emotional support and provide counseling to child and family when assessment indicates appropriate.
- 12. Monitor potential family disruption problems by** - identifying reasons, informing and coordinating with the Branch Director, the Director of Clinical Services, Adoption Services Directors and recommending removal of child when appropriate.
- 13. Assure child's physical and emotional well-being and ease family's adjustment at disruption by** - providing counseling to the child and family and/or arranging for counseling with a clinician outside the agency.
- 14. Support Holt-Sunny Ridge program by** - participating in activities arranged by Holt-Sunny Ridge or parent groups, hosting overseas guests, representing Holt-Sunny Ridge at adoption meetings, coalitions and organizations, and traveling to overseas programs as requested.
- 15. Maintain professional knowledge by** - attending relevant seminars and course work, keeping informed about legislation, adoption issues and child-related issues overseas.
- 16. Contributes to team effort and positive productive work environment by** - Collaborating and communicating with the team on needs and priorities. Exhibiting cooperative and effective work relationships, such as, treating all people with dignity and respect, responding positively to challenges, assignments, and inter and intra departmental requests; giving and welcoming feedback, seeing beyond own tasks to help fulfill the organizational goals. Meeting attendance and punctuality guidelines and arranging time off with appropriate notice.
- 17. Perform other duties as assigned.**

SUCCESS FACTORS: The successful Branch Birth Parent Social Worker is self-directed, able to build rapport with birth parents and adoptive families and has the ability to apply clinical social work assessment skills to adoption case management. She/he must exercise courtesy and tact in communications with families. She/he will excel at making decisions that are focused on the best interest of the child. The Branch Birth Parent Social Worker will provide regular oral and written feedback to the Director of Domestic Adoption regarding case management activity and present case material in an organized manner. The Branch Birth Parent Social Worker is able to develop and maintain effective cross-cultural communication and supports all team members in the collective goal of promoting the success of Holt adoptions.

KNOWLEDGE (MINIMUM REQUIREMENTS): Master's Degree in Social Work or related field, fluent in Spanish, with the ability to read and write the language, three years' experience in a social service setting and state license (where applicable). Meets state

requirements to license DCFS foster homes or is eligible to meet requirements within six months of hire. Flexible work schedule – weekends (Saturday and Sunday) and evening hours may be required. Ability to conduct a psycho-social assessment, along with two years of experience providing crisis counseling. Experience providing counseling to individuals, families and groups. Knowledge of family and group dynamics and adoption practices. Excellent writing and clinical skills. Cross cultural sensitivity. **Note:** Required to complete and record with HR a minimum of 30 hours of training every two years on emerging adoption practices.

INFORMATION PROCESSING: Strong organizational skills. Ability to work independently, set priorities, analyze documents.

SCOPE OF RESPONSIBILITY: Ability to assess family functioning and determine capacity to parent. Ability to exercise good judgment and manage families, birth parents, and children in crisis. Ability to problem solve in a creative manner.

INTERPERSONAL COMMUNICATION: Ability to establish and maintain a therapeutic relationship, ability to work cooperatively with agency staff. Ability to express thoughts and feelings and facilitate that expression from others. Ability to establish and maintain therapeutic relationship and ability to work well with collateral contacts in the community.

IMPACT OF RESULTS: Ensure successful adjustment of child, birth parent, and adoptive family. Optimize effectiveness of adoption process. Ensures feelings of good will and public support for Holt-Sunny Ridge. Contributes to family recruitment and birth parent referrals. Increased community awareness of adoption and birth parent services and Holt-Sunny Ridge.

SUPERVISORY RESPONSIBILITY: May train staff and volunteers.

CONTROLS: Reports to and is evaluated by the Director of Domestic Adoption of Holy Sunny Ridge.

NOTE: Travel required