

JOB OPPORTUNITY

Posting Date: 03/08/10

Closing Date: 03/22/10

To be considered for the following position, you must submit a cover letter and resume to Human Resources by the above listed closing date.

POSITION AVAILABLE: Part-time Branch Social Worker - Master's Level

LOCATION: Home based position + travel to families in Northeastern NJ (Hudson, Passaic, Essex, Bergen, Union counties) Reports to NJ Branch Office

COMPENSATION: Per-Piece compensation for Homestudies, Post-placement visits, Parent training etc. Hourly rate for staff meeting, training & other services,

JOB DESCRIPTION:

Ensures successful adjustment of child and family by conducting an assessment of the family, and providing appropriate services throughout the adoption process.

- 1. Recruits adoptive families and contributes to public knowledge about Holt by** conducting informational meetings, holding pre-adoption seminars and performing other outreach activities as appropriate.
- 2. 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, and conducting a psycho-social assessment of family members.
- 3. Produces an adoption study in compliance with country, agency, state and INS requirements.**
- 4. 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.
- 5. 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.

- 6. Monitor potential family disruption problems by**
identifying reasons, informing and coordinating with the Vice President of Social Services and Social Services Directors and recommending removal of child when appropriate.
- 7. 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.
- 8. Ease family's adjustment at disruption by**
providing counseling and maintaining relationship to ensure behaviors and contacts with child which will allow for closure for child and family.
- 9. Support Holt program by**
participating in activities arranged by Holt or parent groups, hosting overseas guests, representing Holt at adoption meetings, coalitions and organizations, and traveling to overseas programs as requested.
- 10. Maintain professional knowledge by**
attending relevant seminars and course work, keeping informed about legislation, adoption issues and child-related issues overseas.
- 11. Contributes to team effort by**
accomplishing results as needed.

QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION

KNOWLEDGE: Master's Degree in Social Work or related field, three years experience in a social service setting, and state license (where applicable). Ability to conduct a psycho-social assessment. Experience providing counseling to individuals, families and groups. Knowledge of family and group dynamics and adoption practices. Excellent writing skills.

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 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.

IMPACT OF RESULTS: Ensure successful adjustment of child and family. Optimize effectiveness of adoption process. Ensures feelings of good will and public support for Holt. Contributes to family recruitment.

Describe controls: New Jersey Branch Director.