



**JOB OPPORTUNITY**  
**Posting Date: March 16, 2017**  
**Closing Date: Open until filled**  
**Posting #2017-09**

---

**POSITION AVAILABLE:** Social Worker – Master’s Level  
Part time, hourly, non-exempt

**DEPARTMENT:** Social Services, California Branch Office

**LOCATION:** This is a home based position that requires a base in the greater Sacramento, CA area and travel to the surrounding areas, northern California, and to the California/Oregon border

**PAY RANGE:** \$22.50/hour - \$30.38/hour

---

**ORGANIZATIONAL SUMMARY:**

Holt International Children’s Services develops and maintains programs overseas that annually serves over 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

**HOLT’S MISSION STATEMENT:**

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

**HOLT’S CORE VALUES -AT HOLT, WE:**

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

**DEPARTMENT SUMMARY:**

The Social Services Department is comprised of several teams delivering the highest quality adoption services to adoptees, birth families and adoptive families in the US. These teams include Administration and Hague Compliance, Branch Offices, Clinical Services, Intake and Family Recruitment, Post Adoption Services and Waiting Child. Holt is licensed in 12 states and our branch offices provide adoption services – both domestic and international - in those states. Adoption is a lifelong journey for all members of the adoption constellation and the strategic direction of the Social Services team is to ensure that adoptees, birth parents and adoptive parents receive the highest quality services throughout their lives.

**POSITION SUMMARY:**

Branch Social Worker – CA-Sacramento– Posting #2017-09

The Master's Level Social Worker represents Holt and ensures successful adjustment of child and family by conducting an assessment of the family, and providing appropriate services throughout the adoption process. The Master's Level Social Worker works cooperatively with families, the Branch Office and the Regional and Social Service Teams in Eugene, Oregon (Holt's Headquarter Office).

### **ESSENTIAL JOB FUNCTIONS**

- 1. Contributes to public knowledge about Holt and support Holt programs** by recruiting adoptive families, conducting informational meetings and phone calls, holding pre-adoption seminars, participating in activities arranged by Holt including picnics or parent groups, representing Holt at adoption meetings, coalitions and organizations, and performing other outreach activities as appropriate.
- 2. Determines a family's ability and capacity to parent an adopted child** by conducting pre-home study meetings as requested, reviewing and assessing agency-requested information, evaluating the family's knowledge and perceptions of adoption, teaching adoption education courses, and conducting psycho-social assessments of family members.
- 3. Contributes to the delivery of high quality adoption services** by producing adoption home studies and post placement reports and all supplemental materials in compliance with current country, agency, and state and USCIS requirements.
- 4. Provides support and case management on all assigned families** by maintaining quarterly contact throughout the adoption process, communicating information to the family, referring family to appropriate community support systems when necessary and documenting all correspondence in Holt's database. Monitor for expiration dates for background checks and home study as required by state law and ensure families receive forms necessary to update paperwork.
- 5. Prepares family for travel and assist with post placement adjustment** by providing face-to-face training on the child prediction path including possible reactions and behaviors of the child, identifying resources available to the family while in country and upon their return. Conduct home visits as required by state law and country program guidelines, assist in early identification of problematic issues, and follow agency policy and consult with Branch Director and/or Clinical Resource Group if additional intervention is required above and beyond the standard protocol for the state/country, recommending removal of child when appropriate.
- 6. Assures 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 and maintaining relationships to ensure behaviors and contacts with the child will allow for closure for child and family. Assist child and family with transition of child to new placement.
- 7. Maintains professional knowledge** by attending relevant seminars and course work, keeping informed about state regulations, legislation, adoption issues and child-related issues overseas; maintaining license, if required. Participate in Holt branch staff meetings as required.
- 8. Contributes to a positive, productive work environment** by meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; treating all people with dignity and respect; and exhibiting good listening and comprehension skills including giving and welcoming feedback.
- 9. Contributes to team effort** by working cooperatively with branch and Eugene offices, respectfully responding to all communication from branch and Eugene, providing back-up to colleagues as needed and accomplishing results.

### **SUCCESS FACTORS:**

The successful Adoption Social Worker has strong assessment skills and the ability to build rapport with adoptive families and work cooperatively with agency staff and contacts in the community. Able to identify unusual adjustment issues and problematic family dynamics and address these with families in a respectful, open and supportive manner. Creative problem solver able to manage families and children in crisis while exercising good judgment. Strong organizational skills, able to work independently, set priorities, and analyze

documents. Provides regular verbal and written feedback to Branch Director regarding case management activity and presents case material in an organized manner. Leverages current technology to support performance and efficiency in accomplishing assigned responsibilities.

**KNOWLEDGE/QUALIFICATIONS (MINIMUM REQUIREMENTS):**

Master's Degree in Social Work or related field plus five years of direct service experience in a social service setting. Must meet state requirements for education and/or licensure. Requires the application of clinical skills and knowledge to determine the appropriateness of an adoptive placement of a child and whether that placement is in the best interests of the child. Must have proven clinical and assessment skills and experience in adoption services and processes. Must have knowledge of family dynamics, child development, and cross cultural sensitivity. Organizational, management, and supervisory experience required. **Note:** Required to complete a minimum of 30 hours of training every two years on current and emerging adoption practice issues.

**INFORMATION PROCESSING:** Ability to organize work, set priorities and work independently. Ability to analyze and interpret complex information from multiple sources and sort through issues with families and children to identify root causes, propose potential solutions and options for intervention. Looks at information from multiple perspectives and thoroughly evaluates strengths and weaknesses of families before making decisions.

**SCOPE OF RESPONSIBILITY:** This position requires the application of clinical skills and knowledge in determining the appropriateness of an adoptive placement for a child and whether the placement is in the best interests of the child. Include recruiting families; assessing family functioning; determining capacity to parent; identifying unusual adjustment issues and problematic family dynamics; managing families and children in crisis; providing on-going support and case management to families; completing reports on-time; documenting all contact with family; communicating with families, Branch and Eugene staff; treating families and co-workers with respect; exercise good judgment and problem solve in a creative manner.

**INTERPERSONAL COMMUNICATION:** Ability to express thoughts and feelings and facilitate that expression from others. Ability to establish and maintain a therapeutic relationship, work cooperatively with agency staff, and work well with collateral contacts in the community including returning phone calls and emails in a timely and courteous manner.

**IMPACT OF RESULTS:** Promote feelings of good will and public support for Holt by ensuring successful adjustment of child and family, optimizing effectiveness of adoption process, growing family recruitment and community awareness of adoption and Holt's services in the coverage area.

**Describe controls: Reports to and is supervised by the Branch Director**

---

**APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application (on webpage under "complete an Online Application here")
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to [www.holtinternational.org/employment/](http://www.holtinternational.org/employment/) to locate the job application and the instructions on how to submit the application materials for this job posting.

**SELECTION PROCESS:**

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor

vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.

---

Holt International Children's Services  
[www.holtinternational.org](http://www.holtinternational.org)