



## **JOB OPPORTUNITY**

### **BIRTH PARENT AND RESOURCE SOCIAL WORKER**

**POSTING #2017-26**

**POSTING DATE: 9/14/2017**

**CLOSING DATE: Open until filled**

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<b>JOB TITLE:</b>	<b>BIRTH PARENT AND RESOURCE SOCIAL WORKER</b> <b>Full time, 40 hour/week, exempt position</b>
<b>DEPARTMENT:</b>	<b>SOCIAL SERVICES</b>
<b>LOCATION:</b>	<b>HOLT SUNNY RIDGE - BOLINGBROOK, IL</b>
<b>PAY RANGE:</b>	<b>\$46,809/Year - \$63,191/Year</b>

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#### **ORGANIZATION 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:**

Holt International finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. The Birth Parent and Resource Social Worker (BRSW) ensures appropriate services are provided to women who are experiencing an unplanned pregnancy or challenges parenting their child after birth. Services are provided by assessing and identifying current needs, providing options and grief counseling and linkage to appropriate resources. The BRSW promotes awareness of the Empowering Women and Strengthening Families program through developing and maintaining relationships with community groups/organizations. High quality services to families and children will be provided as outlined in the Empowering Women and Strengthening Families grant. The BRSW is responsible for tracking, collecting and compiling accurate and timely program service data for reporting and evaluating purposes.

## **ESSENTIAL JOB FUNCTIONS:**

- 1. Participates in the administration and development of the agency's Empowering Women and Strengthening Families program plan** by establishing program goals and objectives, assessing program needs and developing specific intake criteria for women to be accepted into the program.
- 2. Executes program plan to develop and strengthen partnerships in the Community** by visiting community groups/organizations in key areas of need, identifying new contacts and obtaining linkage agreements with our partners in the community.
- 3. Promote awareness of Empowering Women and Strengthening Families program** by Conducts presentations and trainings to educate staff about the Empowering Women and Strengthening Families program and services. Participating in community meetings, forums, and other events.
- 4. Manages and maintains accurate and timely program service data and reference guides** by compiling and formatting monthly record of services provided to women and children in the program. Assist with monitoring the maternity service resource book and updating information and service referral list.
- 5. Maximize services provided to women and children** by meeting regularly with supervisor, articulating program needs and priorities, and collaborating with outside specialists or consultants on specific resources in the community.
- 6. Provides intake services to birth parents** by participating in the rotation of the on-call phone. Responding appropriately to calls and emails by assessing level of services needed and/or referral for additional resources.

7. **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. Develops an Individual Service Plan with each birth mother and reviews goals on a quarterly basis.
8. **Provides search and reunion services by** reviewing file documentation, determining service needs, facilitating contact and delivering services as needed.
9. **Support Holt-Sunny Ridge program by** participating in activities arranged by Holt-Sunny Ridge, community or parent groups, representing Holt-Sunny Ridge at adoption meetings, coalitions and organizations.
10. **Maintain professional knowledge by** attending relevant seminars and course work, engaging in networking meetings and keeping informed about legislation and adoption issues.
11. **Contributes to team effort by** exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, and inter and intra departmental requests; seeing beyond own tasks to help fulfill organizational goals.
12. **Contributes to a positive, productive work environment by** meeting attendance and punctuality guidelines and break times 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.
13. **Performs other duties as assigned.**

**SUCCESS FACTORS:**

The successful BRSW is self-directed, able to build rapport and network with community groups interested in supporting Holt’s mission. 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 BRSW will provide regular oral and written feedback to the Director of Domestic Adoption and Birth Parent Services regarding case management activity and present case material in an organized manner. The BRSW is able to develop and maintain effective cross-cultural communication and supports all team members in the collective goal of Holt’s mission.

**QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION**

**KNOWLEDGE (MINIMUM REQUIREMENTS):**

Master’s Degree in Social Work (preferred) or related field, a minimum of three years providing case management services, counseling, child welfare and/or adoption experience or a Bachelor’s degree in social work or other human services related field (a minimum of five years of experience required). Illinois Licensure as a licensed clinical social worker (LCSW) or related behavioral health care/professional license. Ability to conduct a psycho-social assessment. Experience providing counseling to individuals, families and groups. Flexible work schedule -- some weekend (Saturday/Sunday) and evening hours. Cross cultural sensitivity and sensitivity to the socio-economic needs of any client. Bi-lingual (Spanish/English) speaking preferred. Access to car and maintenance of a valid driver’s license.

**INFORMATION PROCESSING:** Strong organizational skills. Ability to work independently, set priorities, analyze documents and manage multiple tasks simultaneously.

**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 relationships and ability to work well with staff and collateral contacts in the community. Ability to express thoughts and feelings and facilitate that expression from others.

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

**SUPERVISORY RESPONSIBILITY:** May train staff and volunteers.

**ACCOUNTABILITY:**

REPORTS DIRECTLY TO: Director of Domestic Adoption and Birth Parent Services

WORKS DIRECTLY WITH: Social Services

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**APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>
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.