

**Christian Family Care Agency
Phoenix, Arizona
(602) 234-1935**

Yavapai County Adoption Counselor – Work Agreement

GENERAL OBJECTIVES

This position is responsible for completing adoptive home studies for the purpose of recommending certification for prospective adoptive families. This position assesses, educates, evaluates and prepares eligible adoptive families. This position may recommend additional counseling or training as needed. This position also formulates assessments of families and individuals, and may need to deny certification of individual homes. This position is responsible for writing the Adoption Home Study Report needed for adoption certification, as well as other relevant court reports related to severance and adoption. This position also provides post-placement supervision for adoptions, including writing the appropriate reports to the Court and making appropriate referrals for services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- This position reports to the Director of Pregnancy and Adoption and is responsible for activities associated with adoptive parent selection.
- This position requires a working knowledge of state adoption laws, ICWA, ICPC, and issues around adoptive parenting, infertility, grief and loss, and stepparent and relative adoptions.
- This position and the assigned Pregnancy Counselor consult on prospective matches between adoptive and birth families on the arrangement of pre-placement activities. This position may serve as backup for Pregnancy Counselor in emergencies, or as otherwise required, and carries the program cell phone on a rotating schedule.
- This position assists in the presentation of adoption classes.
- This position may assist the Agency in a public relations capacity to help inform community groups and individuals about the mission of the CFCA pregnancy and adoption programs. This position must be aware of the ethnic and cultural aspects of the community where the program operates.
- This position is expected to use computers in the performance of writing and producing adoptive home studies and post-placement reports.
- This position is responsible to certify adoptive homes in an efficient and expeditious manner. The position also provides post-placement supervision for adoptive families, writes appropriate reports to the Court, and attends Court hearings, including temporary custody hearings.
- This position is responsible for adoption file maintenance including: open and close cases in the computer data base; create adoption files; update casenotes and other documents in the file; track final hearing dates and expiration dates for certification, fingerprints and CPS clearances.
- This position provides on-going support to adoptive families who are waiting for placement through monthly phone calls with the goal of easing the anxiety of waiting. This position helps families assess matches and may assist in conducting match meetings with birth families.

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- This position has no direct supervisory responsibility over other staff personnel.

QUALIFICATIONS

The position requires the minimum of a Bachelor's degree in Social Work, Family and Marriage Studies, or related field. A minimum of one years experience in a child welfare setting is required. Preference is given to individuals with a Masters degree in Social Work, Counseling, Family and Marriage Studies, or related field. State licensure within the appropriate discipline is encouraged. Experience in crisis pregnancy counseling and/or certifying adoptive families is preferred. Knowledge of grief and loss issues as they relate to adoption and parenting is important in this position. Must be flexible regarding work schedule and hours. Spanish-speaking is a plus.