

Christian Family Care Agency

3603 N. 7th Ave.

Phoenix, Arizona

07/13/2010

Pregnancy Assistance Counselor (Bilingual preferred):

- Provides direct counseling and social services to clients facing unplanned pregnancies, with a focus on the well being of the unborn child. These services primarily involve decision-making and adoption related counseling. This position involves interaction with pregnant adolescents, adult pregnant women, birth fathers, and extended family members.
- Carries out the day-to-day management of cases, including record keeping, court reports, legal matters and correspondence to hospitals, attorneys, and other agencies.
- Coordinates other social services that clients may require such as making referrals to medical and housing resources.
- Maintains client files, including service plans and contact reports in accordance with state laws and Agency policies and procedures.
- Writes legal documents such as social histories. Provides testimony in court on an as-needed basis.
- Interfaces with community agencies such as schools, hospitals and other health care professionals, and attorneys.
- Assists in the presentation of adoption classes.

Skills / Requirements:

This position requires a Master's degree in Social Work, Counseling, Family and Marriage Studies, or related field. The position requires the ability to meet time deadlines and to manage varying priorities, but also provide services in crisis situations. Good case management skills and the ability to handle many diverse tasks are required. Knowledge of grief and loss issues as they relate to adoption and parenting is required, as well as a working knowledge of state laws governing the needs of the client as they pertain to adoption, birth father, and paternity issues. This position is crisis driven, and the counselor needs to be available to clients both during and after office hours. Bilingual Spanish is highly preferred.

The person in this position will display Christian convictions that demonstrate adherence to the Christian Family Care statement of faith and must endeavor to govern all aspects of life in such a manner as to display conduct consistent with the CFC statement of faith.

Please submit cover letter and resume to Erika Wolfe at Erika@cfcare.org