



BECAUSE EVERY CHILD DESERVES A
PERMANENT FAMILY WITH UNCONDITIONAL LOVE
WWW.AGAPEADOPTIONS.ORG

Job Description

Home Study and Post Placement Coordinator

The Home Study and Post Placement Coordinator must adhere to Agape Adoptions mission to find families for children, always following ethical guidelines and standards, and practicing high morals. This position performs a variety of duties critical to Agape Adoption's mission of finding families for children. The position requires the ability to work independently, be flexible and provide information as requested to other team members. Due to the nature of this work, the incumbent must be aware of and adhere to agency and program confidentiality policy at all times.

Key responsibilities and accountabilities:

- Reviews, tracks and processes home study supporting documents completed by families
- Completes appropriate checklists and maintains file organization
- Responsible for ensuring home study and post placement reports are processed and finalized
- Communicates with families, social workers, and other agencies during the home study and post placement process
- Maintains and updates document database for families in the home study and post placement process; manages due dates and deadlines for reports
- Collect, review and file home study documentation with United States Citizenship and Immigration Services for families in the international adoption process
- Assist with scheduling staff meetings; responsible for agenda and minutes for staff meetings
- Acts as designee for background clearance checks for Washington and Oregon families
- Responsible for keeping up with country requirements pertaining to post-placement schedule, rules and obligations
- Provide administrative and clerical support for office staff
- Other office duties as assigned

Skills/Requirements:

- Must have a solid desire to help orphans find permanent loving families through the efforts of our agency
- Adheres to standards for Child Placing agency, Hague Accreditation and has high ethics
- Detail oriented, resourceful, multi-task, and prioritize in a fast-paced environment

- Knowledge and proficiency in Word, Excel, and Outlook
- Excellent customer service, organizational, and coordination skills
- Exceptional telephone etiquette and professionalism in the office environment
- Possess a team mentality and be self-motivated, ability to be flexible and adaptable
- Demonstrate excellent written and verbal communication
- Ability to prioritize and work independently

Qualifications:

- Preference for Bachelor's Degree in Social Work or related Social Service Degree, such as family and children's services, human service related field or other equivalent
- Strong organizational and communication skills
- Minimum of two years of work experience in service to children and families
- Experience with adoption preferred
- Must provide proof of COVID-19 vaccination

Additional Information:

- Washington State child abuse and criminal clearances are required
- Agape Adoptions has standard paid holidays
- Employees accumulate PTO for hours worked
- Agape Adoptions does not offer medical or dental benefits at this time
- No agencies please

Please visit our website for more information about us: www.agapeadoptions.org

To Apply

Please submit a resume and one page cover letter to Agape Adoptions indicating why this position is right for you to: agape@agapeadoptions.org

Applications will be accepted until position is filled. No phone calls please.