

Agape Adoptions
15605 Main Street East
Sumner WA 98390
253-987-5804

JOB DESCRIPTION
Home Study and Post Placement Coordinator

Title: Home Study and Post Placement Coordinator
Reports to: Director of Social Services
Executive Director

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. 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:

- Works with social workers, families and agencies to complete home studies for families in the adoption process
- Reviews, tracks and processes all home study documents completed by families; completes appropriate checklists
- Participates in staffing's regarding families in the home study process
- Keeps Social Workers and Director of Social Services informed of document and family home study processing
- Maintains and updates data base for Home Study families
- Works directly with the Social Workers, Executive Director, Director of Social Services and country coordinators to ensure the home studies are reviewed appropriately Adheres to standards for licensing, Hague Accreditation, as well as high ethics.
- Responsible for various reporting duties with regard to Hague Accreditation as assigned by the Executive Director.
- Collect, reviewing, and file documentation with United States Citizenship and Immigration Services (USCIS) for families.
- Assist with the scheduling of Staff Meetings and keeps training logs updated for social work staff; responsible for minutes and agendas for staff meetings.
- Acts as QE designee for Oregon CRIMS Unit background clearance checks/Oregon families.
- Responsible for communicating with families, social workers, and other agencies to complete each post-placement required home visit, and support
- Creates report templates for families in the post placement and post adoption phase of the adoption process
- Creates and sends a Welcome Home Packet to families upon arriving home with their child
- Process all post-placement reports; completes appropriate document checklist
- Keeps Groups folder updated with document and family post-placement processing; maintain post-placement spreadsheet to ensure all families complete all post-placement requirements

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- Responsible for maintaining the home study, post-placement, and arrival portions of the Monthly Statistics
- Responsible for keeping up with country requirements pertaining to post-placement schedule, rules and obligations
- Responsible for updating agency calendar with social worker home visit dates and staff outages
- Provide administrative and clerical support for office staff
- General office duties, including filing
- Other office duties as assigned

Skills/Requirements:

- Must have a solid desire to help children find homes, health and hope through the efforts of our agency
- The successful candidate must have previous administrative and coordination experience
- The ability to be detail oriented, resourceful, multi-task, and prioritize in a fast-paced environment
- Individual must have knowledge of database management; proficiency in Word, Excel, Access, and Outlook
- Excellent customer service, organizational, and people skills
- Exceptional telephone etiquette and professionalism in the office environment
- Possess a team mentality and be self-motivated, ability to be flexible and adaptable to tasks and at prioritizing items of the day
- Demonstrate excellent written and verbal communication
- Strong interpersonal skills, efficient, and detail oriented
- Self-starter and ability to 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 interpersonal skills with emphasis on communication skills
- Minimum of two years of work experience in service to children and families
- Experience with adoption preferred