



JOB DESCRIPTION

Home Study Social Worker

Title: Home Study Social Worker
Reports to: Director of Social Services

Home Study Social Worker

Home Study Social Worker must adhere to Agape Adoptions mission to find families for children, always remembering and practicing ethical guidelines, standards, and high morals. This position performs a variety of duties to help Agape Adoptions 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 is aware and must adhere to agency and program confidentiality policy at all times.

Key responsibilities and accountabilities:

- Interview families for home study, in their home
- Provide education regarding international adoption
- Provide assessment of family based on interviews and supporting documentation
- Complete home study with Home Study Coordinator support and Director of Social Services, per required Agape Adoptions guidelines and templates
- Strict adherence to USCIS laws, Hague regulations and specific country requirements when writing home studies
- Contact families to arrange and schedule home visit appointments
- Document all information provided by adoptive families
- Staff cases with Director of Social Services and Executive Director, as needed
- Recommend families' acceptance or denial to Director of Social Services and Executive Director
- Conduct post adoption home visits to provide support and resources
- Complete post adoption visits and reporting per agency requirements
- Provide adoption related support and resources for families as needed via phone or email contacts
- Attend trainings and supervisions to maintain State and Hague compliance
- Strict adherence to the National Association of Social Work Code of Ethics and Confidentially

- Attend monthly or quarterly meetings at the main Agape Adoptions office in Sumner WA (virtual or in person as required)

Skills/Requirements:

- Previous Home study experience
- Flexibility in scheduling home visits and ability to work nights and weekends
- Ability to travel around Western Washington (Olympia, Seattle, Tacoma, Everett); other areas in WA if needed
- The ability to be detail oriented, resourceful and multi-task and prioritize in a fast-paced environment
- Knowledge in Word (track changes), email, sending attachments, etc.
- Excellent communication, customer service, organizational, and people skills
- Exceptional telephone etiquette and professionalism
- Possess a team mentality and be self-motivated
- Demonstrate excellent written and verbal communication

Qualifications:

- Must have a solid desire to help children find homes, health and hope through the efforts of our agency
 - The home study social worker shall hold a minimum of master'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 five years of work experience in service to children and families
 - Knowledge of attachment, adoption, trauma, and international adoption strongly preferred
 - Knowledge of family systems
 - Excellent written and oral communication skills
 - Excellent reading comprehension skills
 - Self-starter and ability to work independently
 - Professional, approachable, caring, articulate, motivated, reliable, team player, and resourceful
 - Highly organized and detailed oriented
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- WA state Child abuse and criminal clearances are required
 - Minimum of 2 year commitment

This position is part time/as needed and could pair well with another job or for a person who is not looking for full time employment.