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Job Announcement

Title: Adoption Coordinator (Part-Time – 10 - 25 hours)

Reports to: Director of Social Services

Overall Function:

The Adoption Coordinator is a social service professional responsible for providing services to applicants in the adoption and foster care programs. In the adoption program, the incumbent will work with birth parents who are considering adoption for their child and correspondingly to adoptive parents who are being considered for the placement of that child. This person will coordinate activities regarding this work. Overall responsibilities include but are not limited to; (a) provide maternity services to birth parents and their families prior to birth who are considering placing a child for adoption, (b) facilitate adoption planning with adoptive parents as they are chosen for a child, including writing home studies; (c) coordinate other services and resources to meet the needs of maternity clients; and (d) conduct marketing activities to promote and build the adoption program and all social services in general. Decisions regarding the placement of children for adoption through Agape largely rest with the Adoption Coordinator.

This part-time, nonexempt position comes with a significant amount of independence and the exercise of independent judgment. Most contacts with birth parents, adoptive parents, and foster care applicants will occur outside the agency's offices. Crisis intervention will be the norm in working with birth parents given the common state of crisis many are in due to financial issues, relationship issues with birth father and family members, legal problems, etc. The Adoption Coordinator will be skilled at making independent decisions in responding to birth parents' adoption and foster care applicants' needs, assessing situations for the proper kind of interventions, making decisions in emergency situations, developing treatment plans and dealing with issues that have legal ramifications.

Primary Responsibilities

1. Main Responsibilities

- a. Coordination of adoptive and foster parent recruitment efforts.
- b. Process the approval of foster and adoptive applicants.
- c. Coordinate the Adoption and Maternity Support Services.
- d. Assist with the compliance of all foster and adoptive homes and children.
- e. Assist with the administrative tasks in social service, according to the need of the agency.
- f. Assist with any other task (s) as mandated by the Director of Social Services or Executive Director.

2. Provide Services to Birthparents:

- a. Take initial calls of inquiry.
- b. Ascertain suitability of clients to our program, prepare and execute maternity agreement for services.

- c. Provide birth options to birthparents and family members, if appropriate.
- d. For adoption situations, facilitate adoption planning:
 - i. Train and educate in adoption issues.
 - ii. Help design appropriate plan and level of openness.
 - iii. Facilitate the selection process and any contact between parties.
- e. Network for the provision of other services as necessary, such as housing, clothing, pregnancy testing, transportation to appointments, etc.
- f. Coordinate medical and hospital services.
- g. Assist in applying for Medicaid coverage.
- h. Help facilitate the arrangement for medical care, when necessary
- i. Monitor health status.
- j. Help with pre-admission to hospital.
- k. Make contact with hospital social worker prior to admission regarding status of client and hospital protocol.
- l. Provide needed help and support during hospital stay, but be sure to coordinate appropriate services through the hospital social worker, as appropriate.
- m. Ensure proper “back-up” plan for serving clients.
- n. Be sensitive to the service population’s cultural and socioeconomic characteristics.

3. Coordinate and Assist with Adoption Legal Requirements:

- a. Explain the legal process to birthparents and assist them with the proper documentation.
- b. Prepare petitions, surrender documents and affidavits, as appropriate.
- c. In legally challenging cases, work with Agape attorney partners in the surrendering or termination of parental rights, etc.
- d. Work with attorneys to prepare documents for finalizing adoptions.
- e. Request birth certificates and do other tasks related to the legal requirements for an adoption placement.
- f. Facilitate the signing of adoption reunion registry forms.
- g. Securing Medicaid coverage for eligible children.

4. Provide Delivery of Services to Adoptive Families:

- a. Facilitate adoption workshops
- b. Complete adoption home studies to assess appropriateness for parenting.
- c. Coordinate contact between adoptive parents and birthparents in the selection process and as needed after that process.
- d. Coordinate adoption placement ceremonies, as requested.
- e. Provide post-placement supervision to adoptive families prior to finalization.
- f. Assess or provide post-adoption services, as appropriate.

5. Post-Placement Services to Birthparents:

- a. Provide post-placement maternity support services to birth and adoptive families.
- b. Facilitate contacts between birth and adoptive parents, through correspondence or in-person meetings.
- c. Facilitate adoption reunion activities, as requested.

6. Maintenance of Client Files:

- a. Keep case records up-to-date.
- b. Ensure appropriate files are scanned on a timely basis according to licensing regulations
- c. Ensure that each file contains the information to meet state licensing requirements.

7. Marketing Maternity, Adoption and Foster Care Services:

- a. Develop an annual marketing plan for birthparent and adoption services to the community that includes:
 - i. Maintain personal contacts with potential referral resources, such as crisis pregnancy centers, hospital social workers, high school counselors, etc.
 - ii. Generate speaking appointments at local educational facilities regarding adoption and agency services.
 - iii. Identify marketing opportunities in the general community, local congregations and/or other partners to increase community awareness of Agape's services.
 - iv. Maintain interaction with other adoption professionals and organizations.
- b. Help ensure effectiveness of agency's website as it relates to maternity clients.

8. General Responsibilities:

- a. Attend regular staff meetings and meetings with supervisor.
- b. Participate in agency events.
- c. Attend adoption-related association meetings, as appropriate, i.e., GALAA, Together GA, Network 1:27, NACAC.
- d. Social services employees are cross trained in the State's foster care and adoption programs, maternity support services, and private adoption programs.
- e. Role responsibilities may be altered depending on the needs of Georgia Agape's programs. A meeting or conversation will be held with each employee prior to this change, if applicable.
- f. Keep and gather data for services relating to our maternity and adoption programs.
- g. Participate with Council on Accreditation PQI program services team.

9. Complete Foster Home Studies:

- a. Complete SAFE Home Study training or be SAFE certified in order to complete foster home studies in accordance with licensing regulations, DHS/RBWO contractual requirements and Agape's checklist so as to not have any citations.
- b. During the foster home study process, attend regularly scheduled meetings with the Director of Social Services (or other person designated for this purpose) to review status of the family under study.
- c. Review foster care home studies for compliance prior to submission to the Director of Social Services.
- d. Alert the Director of Social Services (or other person designated) right away if there are any concerns about the prospective foster family in terms of their character, qualifications or ability to do foster care through Agape.
- e. Submit the completed foster care home study to the Director of Social Services (or other designated person) for review and decision on approval of the family.
- f. Complete foster care home studies within 6-8 weeks of being assigned. If more time is needed, the Director of Social Services (or other designated person) must be informed with an explanation and another deadline will be set for completion.
- g. For each approved foster family studied, complete a foster parent profile in accordance with Agape's guidelines.
- h. Be a resource to continue involvement with families you have studied to encourage and support their efforts.
- i. Complete safety checks on potential families, including CPS, OIG, Adam Walsh, etc.

10. Provide Orientation, Training and Home Studies of Foster parents, as needed:

- a. Assist and/or facilitate pre-service training (NTDC).
- b. Become a certified NTDC Trainer
- c. Participate in NTDC training on a rotating basis
- d. Help with ongoing foster parent training programs
- e. Assist DFCS with the process of Agape foster parents adopting DFCS children

11. Assist and Attend other Foster Care Program Activities:

- a. Foster Parent Trainings
- b. Foster Care Christmas Party
- c. Foster Care Picnic
- d. Foster Parent Recruitment Efforts

12. Time and Travel Requirements

- a. This position will require a significant number of non-traditional hours of work time, including evening and weekend time, due to the need to have appointments with clients availability, to be present as babies are born and be available to facilitate the signing of documents at earliest possible times.
- b. This position will also require a significant amount of travel to serve clients all over the Atlanta metro area and beyond. Most appointments will take place away from the Agape office.
- c. Auto insurance must be maintained at the following levels:

Automobile Liability Insurance

▪ Bodily Injury	\$100,000 each person \$300,000 each occurrence
▪ Property Damage	\$100,000 each occurrence

Qualifications

Moral and Religious Requirements

Georgia Agape is affiliated with the churches of Christ and is governed and supported by members of that body. Only individuals who can accept and support our mission will be considered for the position of Adoption Coordinator. Also, due to the Christian affiliation of the agency, only individuals who maintain high moral standards in accordance with Christian principles and values will occupy this position.

Education, Experience and Knowledge Requirements

A Bachelor's Degree in Humanities or Social Work from an accredited college or university is required.

The person occupying this position must possess or within 3 months, gain knowledge of:

- O.C.G.A 9-18: Georgia state laws associated with adoption
- Agape's program policies and procedures;
- Agape's foster parent manual;
- Agape's personnel manual;
- Other Agape agency manuals; and
- General casework standards for good social work practice in foster care and adoption services.

Professional Development

Professional development is required through reading books, professional journals, articles from a variety of sources and attendance at professional conferences and trainings relating to job functions, as appropriate and possible.

For more information, please email Georgia Agape at admin@georgiaagape.org. No phone calls, please.