

Children's Friend and Service

Job Description

Job Grade: 9

Position: Permanency Worker

Reports To: Manager of Permanency Services

Qualifications: Bachelor's degree in social work or related field and significant job-related experience. Must have a good working knowledge of child welfare, adoption and foster care. Must have experience with individual, group and family counseling and crisis intervention. Ability to work flexible hours per program need required. Must have a valid driver's license, automobile, and auto liability insurance.

Job Responsibilities

- 1) Provide a range of counseling and supportive services for pregnant or parenting birth parents, including assessment; individual, group and family counseling; assistance with the development of permanency plans for their child(ren); parenting education; linkage with community resources, and support related to contact with foster or adoptive families.
- 2) Provide information and assistance with developing an adoption plan for birth parents who choose adoption for their infant. Ensure that birth parents are provided with information related to temporary foster care, the TPR process, options related to the development of an adoption plan including levels of openness, and the permanency of adoption. Refer parents who desire further legal consultation regarding TPR and adoption per agency policy.
- 3) Participate in foster and adoptive parent recruitment and retention activities per program need.
- 4) Assist with the development and provision of pre-service and ongoing training programs, and recreational activities for foster and adoptive families.
- 5) Conduct thorough homestudies for prospective adoptive or foster parents per agency policy and program guidelines. Ensure that all State and Federal requirements are met for licensing or homestudy approval.
- 6) Provide post-placement supervision visits and supportive services to pre-adoptive families per agency policy, and State, Federal or International guidelines as indicated. Assess the adjustment of all pre-adoptive family members and the development of children in pre-adoptive placements. Ensure that all family members are provided with supports or referrals needed to facilitate a smooth transition.
- 7) Provide agency and DCYF foster families with a range of supportive services including service linkage; individualized education and training; support related to separation, grief and loss; support and information related to contact with birth families; and support and information related to concurrent planning.
- 8) Provide case management and supportive services to children in agency or DCYF foster homes which may include individual, family or group counseling and support related to being in out of home care; collaboration with all service

- providers; regular case conferences with DCYF regarding case status and permanency planning; and referrals for needed services. Monitor the adjustment and development of children in agency foster homes. Attend medical appointments and / or appointments with other specialists as needed.
- 9) Complete thorough and accurate Background History Summaries for adult adoptees, birth parents and adoptive parents requesting non-identifying information, per agency policy. Provide supportive counseling to adult adoptees, birth parents and adoptive parents regarding the information contained in the background history summary, and provide referrals for additional counseling or other supportive services as needed.
 - 10) Provide training and consultation to prospective and current foster and adoptive families, DCYF workers, family court personnel and treatment providers regarding permanency issues.
 - 11) Ensure that all required documentation is accurately completed per agency policy and program guidelines. Ensure that required documentation is shared with prospective adoptive parents per agency policy and program guidelines.
 - 12) Attend all court proceedings per program guidelines. Provide accurate and timely documentation for use in family court to DCYF and the Children's Friend and Service agency Attorney per program guidelines.
 - 13) Maintain a caseload as assigned by the Manager of Permanency Services.
 - 14) Interact effectively and respectfully with others, and particularly with individuals whose backgrounds are different from one's own. Actively assist foster and pre-adoptive parents with promoting personal and cultural identity for children in their care.
 - 15) Maintain current information regarding agency and community programs, and information related to adoption and foster care policies and procedures.
 - 16) Actively participate in ongoing training and professional development activities and participate as required with administrative staff in the evaluation of agency programs and service delivery.
 - 17) Constructively utilize individual and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in weekly team meetings and the peer review process.
 - 18) Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
 - 19) Meets productivity standards for the program.
 - 20) Complete other duties as assigned.

I have read the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature

Date